



Student Name _____		Student ID _____	Date _____	
Address _____		City _____	State _____	Zip _____
(____) _____	(____) _____	@muskegoncc.edu		
Telephone Number _____	Cell Phone Number _____	MCC E-Mail _____		

STEP 1: Semester of Appeal: _____

NOTE: Tuition Refund Appeals may only be submitted through the end of the following semester. For example, Appeals submitted for the Fall semester will only be accepted through the end of the Winter semester.

STEP 2: It is strongly recommended that you to meet with a MCC counselor to discuss your options in Room 1050.

STEP 3: Did you apply for Financial Aid (includes grants, loans, scholarships, work study and tuition benefits)? ___Yes ___No

If yes, you MUST speak to the Director of Financial Aid or a Financial Aid representative in Room 1040.

Financial Aid Rep Signature: _____ Date: _____

FA Comments: _____

STEP 4: Withdraw from course(s) before submitting this form unless you are appealing a residency change.

I have withdrawn from ALL of my courses for the semester listed above.

I am only appealing the following classes: _____

STEP 5: Attach a typed statement explaining the reason for the petition and the required documentation according to the petition type. (See documentation list below.) **MCC will not contact you for documentation.** If documentation is not attached, the petition will be processed only with the information you supply. Petitions are not reviewed a second time with new information. **Do not FAX any information.**

STEP 6: Submit this completed form with documentation to the Student Welcome Center at the address on the back of this form. Make sure you sign and date the form.

STEP 7: Do you plan to attend the review meeting to explain your appeal in person? ___Yes, I will attend. ___No, I will NOT attend.

Please check the appropriate box for the basis of your petition and provide documentation to fully support your appeal. All documents must include the name of the student and dates verifying the situation occurred within the semester of appeal (Step 1).

Course/Instructor Related Issues - If your petition is based on issues directly related to the course there are three steps. 1) Discuss these issues with the instructor, 2) the appropriate department chairperson, and 3) Dean of Instruction and Assessment or Vice President for Academic Affairs. A written response from all three steps must be attached to this appeal.

Military Duty - Submit the induction notice or military orders that clearly displays the date of induction or call orders.

Withdrawal Illness – A signed statement on letterhead from the health care provider must describe in writing the medical condition (whether injury or illness), how it has incapacitated the student, and recommending withdrawal of all classes or specific classes and why. Excuse slips, copies of invoices, appointment confirmations, statements of insurance payments, etc. are **not** acceptable documentation.

Withdrawal Illness – Bereavement – Death of an immediate family member to the student. Documentation that clearly indicates the name, date of death, and the relationship to the student. Example: obituary with relationship and names, death certificate of deceased along with birth certificate of student, or a program from service listing the relationship and names.

Verifiable Error of MCC: Provide a detailed account of the problem and relevant documents on College letterhead from the College Office involved or advisor indicating that incorrect information was given by a College representative.

Residency Change: Provide a completed Student Personal Data Change Request form and proof of residency for at least six months prior to the semester being appealed.

Other (Please list): _____

Read these statements carefully:

- I am applying for the Petition & Tuition Refund Appeal. I have attached all the documentation that I want reviewed. I assume all responsibility for the enrollment changes that may occur.
- I understand that by withdrawing from classes, I may owe money back to MCC for my tuition, fees, and bookstore purchases. If I receive(d) financial aid, I have spoken with the Director of Financial Aid or a Financial Aid representative.
- I have withdrawn from the class(es) being appealed and am no longer attending. Once this Petition & Tuition Refund Appeal is submitted, the process is irreversible. If the Refund Appeal is denied, my original grade will remain for the class(es). (Waived if petitioning for a Residency Change).
- I understand that the decision of the Student Services Council/Petitions Committee is final.

I understand each item above and I am certifying that the information I am providing is true. Misrepresentation of fact or documentation may be sufficient cause for automatic denial of this appeal and may be in violation of the Student Conduct Code.

Student Signature: _____ Date: _____

The Student Services Council is the governing body that decides Petition & Tuition Refund Appeals. It meets on the third (3rd) Tuesday each month. If you would like to attend the meeting when your Appeal will be reviewed, you must indicate in STEP 7 on the front of this form. If yes, you will be contacted with the date, time, and location of the review meeting.

PLEASE NOTE: ALL APPEALS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE SCHEDULED MEETING. (End of business day on the 2nd Tuesday of the month).

Submit this form and all supporting documentation to the Student Welcome Center in the Main Building, by email to OfficeoftheRegistrar@muskegoncc.edu, by fax (231) 777-0209, or by mail to the address below:

**Student Services Petitions Committee
Muskegon Community College
221 S. Quarterline Road, Room 1048F
Muskegon, MI 49442**

<p><u>FOR OFFICE USE ONLY:</u></p> <p>____ STAC ____ RGCS ____ FASI ____ AIDE ____ SFAV ____ STRK ____ PERC ____ NAE ____ ADSU (SPRO)</p> <p>Semester: _____</p>	<p>Decision: ____ Approved _____ Refund Amount</p> <p style="padding-left: 150px;">_____ Credit Amount</p> <p style="padding-left: 100px;">____ No Refund</p> <p>____ Denied - Reason:</p>	<p>____ Date Sent to Billing ____ Date Added to STRK Other Actions:</p>
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