

**Purpose:**

Course registration at RCBC requires agreeing to financial responsibility for tuition and fees. The tuition appeal process exists for the purpose of providing a reasonable option of reviewing student extenuating circumstances that have occurred during a semester/term for an exception to the college's financial policies. Extenuating circumstances are defined as an unforeseen one-time occurrence that was beyond the student's control (major life event, family emergency, legal matter, medical matter).

The tuition appeal process is not for military students with deployment or transfer orders. All military students requesting an appeal due to deployment or transfer orders must submit a military waiver appeal along with orders signed by a military commander to the Office of Student Accounts.

**Guidelines:**

Tuition appeals must be submitted within 90 days of the extenuating occurrence. The Office of Student Accounts determines whether the circumstance rises to the level of extenuating and meets required standards to be considered for an exception to college policy; warranting an adjustment to a student account. The Office of Student Accounts makes its determination based on the date of the appeal, the student's submitted statement and explanation, applicable documentation to validate the statement and whether the matter is extenuating. Appeals are only considered for courses with a (W) Withdrawal, (AW) Administrative Withdrawal, (NA) Not Attended, or (ST/SR) Stop Attended status.

**Appeals will not be considered if:**

- Submitted more than 90 days from the date of the occurrence.
- The course appealed has a grade of A, B, C, D, F, AU, X, or I.
- The circumstance is not deemed extenuating.
- There is not sufficient documentation validating the extenuating circumstance.

**Instructions:**

1. Answer all questions completely.
2. Provide a personal statement regarding the reason for the appeal.
3. Provide appropriate documentation to verify that the circumstance is extenuating (i.e., letter from medical professional indicating that you could not continue course attendance/work for the applicable term, hospitalization records, police report, death certificate, etc.). Documentation should be typed, signed, dated, and on official organizational letterhead.
4. Submit the completed appeal form and supporting documentation to the Office of Student Accounts. Tuition Appeal forms can be submitted in-person or by email to [studentaccounts@rcbc.edu](mailto:studentaccounts@rcbc.edu). To verify identity, the email must be sent from an RCBC student email account.

**Before completing the application, please answer the following questions:**

1. Did the occurrence take place within 90 days of today's date?  Yes  No
2. Does the course(s) appealed have a grade of AW, W or Drop status?  Yes  No
3. Sufficient documentation to verify your circumstances is attached?  Yes  No

If you answered "NO" to any of the preceding questions, do not submit the form.  
Refer to the Tuition Appeal guidelines above.



**Personal Statement:**

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# TUITION APPEAL FORM

RCBC Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Status: Full Time  Part Time  Major/Program: \_\_\_\_\_

1. Semester/Term of occurrence: Fall  Spring  Summer I  II  Year: \_\_\_\_\_

2. Were any "out-of-pocket" payments made? Yes  No  Payment method(s): \_\_\_\_\_

Total amount paid: \$ \_\_\_\_\_

3. Amount appealed: \$ \_\_\_\_\_

4. What action do you request (financial credit for future registration, balance adjustment, refund)?

\_\_\_\_\_

\_\_\_\_\_

6. Was financial aid disbursed to your account during the term of occurrence? Yes  No

7. I acknowledge that the tuition appeal is a request, and if denied, I am responsible for any financial obligation to the college per college policies. \_\_\_\_\_ Initial

Student Signature: \_\_\_\_\_

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### IMPORTANT INFORMATION

If you received Financial Aid for the semester term(s) identified in this appeal, be aware that approval could result in a financial aid and/or student account adjustment, which could result in a balance owed. It is recommended that you discuss these implications with the Financial Aid office before submitting a tuition appeal. If you are a recipient of Veteran's benefits or third-party benefits of any type, it is important to discuss the potential implications of your appeal with the Military office or the Office of Student Accounts before proceeding with the appeal. Additionally, student account adjustments and financial aid adjustments may impact qualified tuition and related expenses and 1098-T tax forms.

Tuition appeal decisions may result in a balance adjustment, refund, financial credit, or waiver. If the appeal is approved for a financial credit, the credit will be available for use for up to one year from the semester that the appeal was approved. You will be notified of the appeal decision by email to your RCBC student email account as well as by mail to the address you provided on the tuition appeal form.

Appeal decisions are purely financial and do not impact or change your academic record.