

# DELTA COLLEGE

## Tuition Refund Appeal Policy Guidelines

The College realizes that, on rare occasions, students may need to Appeal the published withdrawal/refund deadlines due to extenuating circumstances such as:

- Your induction into or deployment for service in the U.S. military
- Death of an immediate family member (parent, child, spouse, sibling or grandparent)
- A documented student medical emergency, including a one-time appeal based on a documented pre-existing health condition.
- Other: Provide a detailed explanation of the situation and include any relevant documentation

Delta College publishes withdrawal/refund dates in the college catalog and on Delta College's website, [www.delta.edu/registrars-office](http://www.delta.edu/registrars-office).

Examples of reasons ***not*** accepted are:

- Incarceration
- Job change
- Acceptance into another school
- Relocation
- Unaware of 100%/50% withdrawal schedule
- Lack of prerequisites
- Loss of transportation to/from class
- Personal/family concerns that impose on study/class time
- Incorrect course advising recommendations provided by "other" college
- Enlisting in the Armed Forces
- Class assignments not met (see Division Chair)
- Issues between the student and the instructor (see Division Chair)
- Disciplinary Action
- Documented learning disabilities not officially filed with the Disability Services Office or failure to follow their advice

In all cases, the situation must have interrupted your ability to:

- Attend class(es) for a substantial length of time
- Complete the semester
- Adhere to the standard withdrawal or refund procedures (available for viewing at [www.delta.edu/registrars-office](http://www.delta.edu/registrars-office))

### Guidelines:

- Student must meet with the Registrar prior to formal submission of appeal to discuss guidelines and process. This contact can occur either by appointment, phone or email. To schedule an appointment please call 989-686-9449.
- You must drop, or be withdrawn, from the class(es) you wish to appeal before submitting your appeal. No action will be taken if course withdrawal has not been completed.
- If you fail to drop your classes within the appealed semester's posted add/drop period, viewable online at [www.delta.edu/registrars-office](http://www.delta.edu/registrars-office), you will be charged tuition and fees for your classes and earned grades will be issued.
- An Appeal will not be granted due to your failure to confirm course(s) dropped during your use of the online registration system.
- **Appeal must be submitted by the last day of the semester for which you are Appealing the refund.**
- If your Appeal is granted and you are a Financial Aid recipient, including student loans, your financial aid may be reduced or removed and could result in a return of funds to the federal government. You will be responsible for repaying those funds immediately. This includes any financial aid refunds that you have received and/or bookstore charges. You should discuss the impact of this Appeal with the Financial Aid Office (989-686-9080) before submitting an Appeal.
- Registration and Tuition Payment Plan fees are non-refundable and cannot be appealed.
- Filing an Appeal does not relieve your current obligation to Delta College. You are responsible for all charges assessed on your account pending a decision on your appeal.
- No adjustment will be made if you were withdrawn from any course by the faculty or the administration for lack of prerequisites or disciplinary action.
- A Refund Appeal Review Board will review appeals in a timely manner and you will be notified of the decision **via regular mail at the address on file with Delta College. It is your responsibility to ensure Delta College has your most current address on file.**
- All supporting documentation must be attached to your Tuition Refund Appeal for consideration of your request. If additional information is required by the Refund Exception Committee, the documentation must be received within two weeks of notification.

## Tuition Refund Appeal Application

- ✓ Complete this form and submit to the **Registrar (B100), Delta College, 1961 Delta Rd., University Center MI 48710**
- ✓ Be sure to include appropriate documentation (see below)
- ✓ Falsifying information on this Appeal will result in immediate denial and may be grounds for sanctions as outlined under the student code of conduct

Name \_\_\_\_\_ Student # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Appeal is for the following semester and year: Fall 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ Receiving Financial Aid:  Yes  No

Please list the course(s) for which the Appeal for Refund Exemption is being Appealed.

Course Number (Ex.: ACC 111 FA101)	Course Title (Ex.: Introductory Accounting)	Credit Hours (Ex.: 4)	Drop Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Check Reason for Appeal/Documentation

- U.S. Military Induction/Deployment: Submit the induction/deployment notice that clearly displays the date of induction/deployment
- Death of an immediate family member (parent, child, spouse, sibling or grandparent): Submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to you, please supply document(s) that do indicate the relationship. (If drop date is prior to the death, a letter explaining the reason for the drop must also be included)
- A documented medical emergency of the student: Submit statement on doctor's letterhead (including phone number), dated and signed by the physician. Doctor's statement must indicate that the medical situation is preventing you from attending class(es) **FOR A SUBSTANTIAL LENGTH OF TIME**, completing the semester, and/or prevented you from adhering to the usual withdrawal or refund procedures. The College reserves the right to verify the authenticity of submitted documentation.
- Other: Provide a detailed explanation of the circumstances and include documentation such as legal documents, police reports, etc.

Prior to formally accepting this appeal, a meeting with the Registrar will be required to ensure your understanding of the appeal process, forms and implications. Additionally, this conversation will allow your appeal to be processed in a timely manner as you will be made aware of specific types of documents which will be required to allow for a complete review of your appeal. Attach a letter of explanation clearly explaining your situation and the reasons why you feel the tuition and fee refund policy should be waived in your case. Include the reason you were unable to follow the usual refund/withdrawal procedures. Please be as complete as possible. Also attach the appropriate documentation needed to support the reason you checked above. The responsibility for ensuring that Delta College has received the needed documentation rests with the student filing this Appeal.

### Checking each box below verifies that I have read, understand, and will follow each guideline:

- I have discussed my appeal with the Registrar in person, via phone or email on \_\_\_\_\_
- By signing this Appeal I acknowledge that I have withdrawn from the class(es) listed above.
- Attached is a letter of explanation and the supporting documentation. Student Letter must accompany this form for consideration.
- I understand that I am Appealing the College to conduct a thorough investigation of my account. The College will notify me in writing of the Review Board's decision regarding my appeal.
- If I am receiving any financial aid and this Appeal is approved, I understand that it may reduce or cancel my financial aid.** Any financial aid refunds received or bookstore charges will be due in full and will remain on my account until paid.
- I understand that I will be responsible for the Registration fee and any applicable tuition fees including books and supplies.
- I have reviewed the information contained in this document and **BY SIGNING BELOW, I UNDERSTAND THE IMPLICATIONS OF MY APPEAL.**

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

### Tuition Refund Appeal Review Board USE ONLY

- Appeal:  Approved  Denied  Tabled  Previous Appeal
- Retake Credit:** Student will receive re-take credit. Student must contact Student Finance to have retake credit applied to the student's account. The student will have one year to use the credit for class(es) at Delta College.
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- Full Refund of Tuition Charges:** Any payment due back to student will be mailed to address on record in the Registrar's Office. \_\_\_\_\_
- Partial Refund of Tuition Charges:** Percentage \_\_\_\_\_: Any payment due back to student will be mailed to address on record in the Registrar's Office. \_\_\_\_\_

Review Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_