

All tuition refund appeals must include a completed Tuition Refund Appeal Form, any supporting documentation, and a personal statement. Only complete packets will be accepted by the Office of Enrollment Services. Appeals will not be considered if submitted more than 45 days after the close of the semester for which you are claiming a refund, unless the instructor has verified your non-attendance in the class. Use the instructions below as your guidelines for completing the tuition refund appeal process.

- Before submitting a tuition refund appeal, you should officially drop or withdraw from the class(es) you are appealing if it is within the time frame to do so during the applicable semester as specified in My MC. **If you received a failing grade, you must submit an Academic Appeal Form to the Academic Appeals Committee on the campus where the course was taught and receive a favorable outcome before a refund can be considered.** You should submit the academic appeal and tuition refund appeal together to ensure you do not miss the deadlines. However, if you received a failing grade but the instructor verified your non-attendance, then an academic appeal does not need to be completed and just the tuition refund appeal process can be followed.
- If you are withdrawing for one of the four following reasons you do not have to file a tuition refund appeal:** Called to active military duty via enlistment, activation, or deployment; illness of student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other regular member of the individual's household); death of the student or in the immediate family of the student; involuntary transfer change in work hours by the student's employer which precludes continued attendance (military branches of service are considered employers under this section). See Involuntary Withdrawal Process and Documentation for more information (<http://www.montgomerycollege.edu/admissions/StudentForms/InvoluntaryWithdrawal.pdf>).
- Complete the Tuition Refund Appeal Form.** You will need to obtain an email via MC email or written confirmation of non-attendance or last date of attendance on the tuition refund appeal form from each faculty member who taught the course for which you are requesting a refund. If the faculty member is not available, you may obtain an email via MC email or written confirmation from the appropriate department chair or instructional dean. You may use the same documentation for an academic appeal, if applicable.
- If you are using VA benefits, you must discuss this tuition refund appeal with your VA Certifying Official and obtain their signature on the Tuition Refund Appeal Form.
- If you are an F-1 or M-1 visa holder, you must discuss this tuition refund appeal with an International Student Coordinator and obtain their signature on the Tuition Refund Appeal Form.
- If you received scholarships, grants, and/or loans, or if the Office of Financial Aid held your classes with estimated financial aid, you must discuss this refund appeal with a financial aid counselor or specialist and obtain their signature on the Tuition Refund Appeal Form. **Financial aid is subject to adjustment or cancellation at any time if there is a change in enrollment status, or if additional information warrants such an adjustment. Warning: If this process is not followed, your aid may be adjusted inaccurately.**
- Write a personal statement** consistent with the College's Policies and Procedures (see <http://www.montgomerycollege.edu/verified/pnp/45001.doc>). **This statement must include information on the applicable semester, course(s), reason for appeal, and preferred outcome.** See unacceptable reasons for appealing on the last page of this packet.
- Submit any supporting documentation that verifies the reason you are submitting a tuition refund appeal.
- Submit a complete packet to the Office of Enrollment Services within 45 days of the close of the semester for which you are seeking a tuition refund or credit.

Campus Academic Appeals Committees hear appeals on academic matters and have no authority to authorize refunds. This means that receiving a favorable outcome on an academic appeal does not guarantee a favorable outcome for a tuition refund appeal.

If your appeal is approved, you may receive a pro-rated refund of tuition based on your date of withdrawal and/or last date of attendance. **Fees are non-refundable.**

If you are eligible for a full or pro-rated refund, this process may take a minimum of six weeks to complete. You will be notified by an Enrollment Services staff member via your MC email address of the decision.

Fill in all sections of this form. Only complete packets will be accepted.

Office Use Only (Initial/Date)

This appeal is for courses taken at (check applicable campuses). If more than one campus, submit the appeal to the campus where the majority of classes were taken.

Germantown Rockville Takoma Park/Silver Spring

During (check one semester and fill in the calendar year).

Fall semester Winter term Spring semester

Summer I session Summer II session

Name
First Middle Last

Student ID M-

Preferred phone number from 9am-5pm, Monday-Friday

Address

City State ZIP Code

MC Email @

Are you using VA benefits? Yes No

If Yes, obtain signature below or attach MC email from your VA Certifying Official.

I have reviewed this appeal and explained to the student the effect a tuition refund will have on the student's VA benefits.

Comments:

VA Certifying Official Printed Name Date

Are you an F-1 or M-1 visa holder? Yes No

If Yes, obtain signature below or attach MC email from your International Student Coordinator.

I have reviewed this appeal and explained to the student the effect a tuition refund will have on the student's visa status.

Comments:

International Student Coordinator Signature Printed Name Date

Did you apply for or receive Financial Aid (scholarships, loans and/or grants)? Yes No

If Yes, obtain signature below or attach MC email from the Office of Financial Aid.

I have reviewed this appeal and explained to the student the effect a tuition refund will have on the student's estimated, pending, awarded, or paid financial aid.

Comments:

Financial Aid Officer Signature Printed Name Date

Obtain signatures below or attach MC emails from the faculty, chair, or instructional dean for each course that a tuition refund is being sought.

Faculty/Chair/Dean Confirmation #1

This student Did Did Not attend: Course Number _____ CRN _____

The student's last date of attendance was _____.

Faculty Signature _____ Printed Name _____ Date _____

or check here to see attached MC email

Faculty/Chair/Dean Confirmation #2

This student Did Did Not attend: Course Number _____ CRN _____

The student's last date of attendance was _____.

Faculty Signature _____ Printed Name _____ Date _____

or check here to see attached MC email

Faculty/Chair/Dean Confirmation #3

This student Did Did Not attend: Course Number _____ CRN _____

The student's last date of attendance was _____.

Faculty Signature _____ Printed Name _____ Date _____

or check here to see attached MC email

Faculty/Chair/Dean Confirmation #4

This student Did Did Not attend: Course Number _____ CRN _____

The student's last date of attendance was _____.

Faculty Signature _____ Printed Name _____ Date _____

or check here to see attached MC email

Faculty/Chair/Dean Confirmation #5

This student Did Did Not attend: Course Number _____ CRN _____

The student's last date of attendance was _____.

Faculty Signature _____ Printed Name _____ Date _____

or check here to see attached MC email

Attach a typed personal statement explaining the grounds of your appeal. This statement must include information on the applicable semester, course(s), reason for appeal, and preferred outcome.

There are unacceptable reasons for appealing, which in almost every case, are denied. These include:

“I did not know there was a deadline to withdraw.”

“I thought I would be automatically dropped if I did not attend or pay for the class.”

“The deadline did not give me enough time to decide on staying in the class.”

“I was not doing well in the class.”

“I needed the money for something else.”

“I did not have the money to pay for the class.”

Attach any supporting documentation to show the reason you are submitting a tuition refund appeal.

Student Accountability Statement

I request Montgomery College to grant an exception to the established refund policy based on circumstances outlined in my **attached personal statement**. I understand that this appeal takes a minimum of six weeks to process and that I will be notified of the outcome via my MC email address.

Student Signature

Date

Official Use Only

Office of Enrollment Services

I have reviewed this student's appeal and I:

- Recommend a refund
- Do not recommend a refund
- Unable to make recommendation

Comments:

Registrar Signature or Designee

Printed Name

Date