

REFUND APPEAL PROCEDURE

Appeal Deadline: The appeal must be submitted **PRIOR** to the last day of the semester in which you are appealing.

Note: Students funded by financial aid and who are appealing for a tuition refund as opposed to a forgiveness of their debt should first contact Bursar@yc.edu to determine if you are eligible to appeal.

Students may apply for an appeal based on extenuating circumstances. Extenuating circumstances include and are limited to **ONLY** the following:

- Unanticipated serious medical condition of student or immediate family member (spouse/partner, child, parent, grandparent, sibling, in-law).
- Death of immediate family member (spouse/parent, child, parent, grandparent, sibling, in-law).
- Military student called to Active Duty.

Appeals will not be reviewed if they do not meet the stated extenuating circumstances.

The following reasons do **NOT** qualify as extenuating circumstances:

- × Difficulty adjusting to college
- × The difficulty of a course; dropping a course to avoid a bad grade; course load too much
- × Teaching method or dislike of instructor
- × Inaccessibility to resources, i.e. compatible software/hardware, etc.
- × Lack of knowledge of published YC add/drop deadlines
- × Personal schedule changes that conflict with class schedule
- × Incarceration within the semester

Additionally, appeals associated with the following circumstances will **NOT** be reviewed:

- × If you are currently enrolled in the course(s) for which you are requesting a refund you are first required to withdraw from the course(s) before your appeal is reviewed.
- × Appeals based on failure to pay, being dropped from a class for non-payment or non-attendance will not be reviewed.
- × Appeals are not reviewed after an account has been referred to an outside collection agency.
- × Appeals submitted without both a signed statement of explanation and supporting documentation will not be reviewed.

The Tuition Refund Appeal Committee will review your appeal and contact you by email regarding the decision. If you have questions regarding your eligibility to appeal contact Bursar@yc.edu.



HOW TO SUBMIT THIS FORM:
By Mail or in person to either Answer Center listed:

Prescott Campus
1100 East Sheldon St., Bldg. 1
Prescott, AZ 86301

Verde Valley Campus
601 Black Hills Dr., Bldg. I
Clarkdale, AZ 86324

OR
Scan and Email: Bursar@yc.edu

TUITION REFUND APPEAL

Student Name: _____ Y# _____
 Phone Number: _____ Email Address: _____
 Address: _____ Semester _____

List the subject, course number and course title for which you are requesting a tuition refund:

	Subject & course #	Course title
1.		
2.		
3.		
4.		
5.		

Appeal Requirement: In addition to the supporting documentation required for your selected circumstance, attach a **signed statement of explanation** describing in specific detail your extenuating circumstance. Your statement must include specific dates when the event occurred and how the circumstance caused the need for you to withdraw from your course(s.)

If one of the following extenuating circumstances does not apply to you, you are **NOT** eligible to appeal.

Select one	Extenuating circumstances:	Supporting documentation required:
<input type="checkbox"/>	Unanticipated medical condition of student or immediate family member (spouse/partner, child, parent, grandparent, sibling, in-law)	In addition to your signed statement of explanation, submit a doctor/therapist's statement on letterhead verifying that your medical condition, or the medical condition of your immediate family member, prevented you from participating in classes. The statement must clearly address dates within the semester for which you are appealing. Any additional supporting documentation must be limited to two pages.
<input type="checkbox"/>	Death of an immediate family member (spouse/partner, child, parent, grandparent, sibling, in-law)	In addition to your signed statement of explanation, submit a copy of death certificate, funeral announcement or obituary from newspaper.
<input type="checkbox"/>	Military student called to active duty	In addition to your signed statement of explanation, submit a copy of active duty orders.

Signature: _____ Date: _____