

Tuition Credit



Date

Student Name

Student ID Number

Tuition credit is defined as an extension of the paid tuition to use in a future term, Tuition Credit is granted only when circumstances prevent the student from completing coursework within the current term. A request for a Tuition Credit **MUST** be received no later than the census/drop date for the following term. Medical forms must be sent directly from the physician's office completing the form.

1. Tuition credit will be considered if a student has received financial aid, however, before tuition credit is considered, the student must speak with the financial aid office. If a student has received any form of scholarship in the term they are requesting tuition credit for, the student must contact the scholarship provider as there may be provisions in the scholarship received that might be affected by the approval of tuition credit resulting in a withdrawal from the class.
2. Student **MUST** have their account balance paid in full before any approved tuition credit can be applied to future terms. Tuition Credit is neither refundable nor transferable.
3. Tuition credit applies only to tuition unless otherwise indicated. It cannot apply toward the registration fee or any other course related fees. Tuition Credit can only be used for the same type of credit hours (i.e., classroom credits for classroom credits). Tuition credit can be used for any future credits and does not have to be used to re-take the class for which the tuition credit was approved.
4. This tuition credit must be used within one year and cannot be used after the term indicated below. If a student withdraws from courses in the term that the Tuition Credit was applied, he/she will forfeit any opportunity for an extension. Extension of Tuition Credit to future terms will not be considered without the student submitting a written request to the Executive Director of Enrollment Services.

I have read and agree to the terms and conditions of a request for tuition credit.

Student Signature

Date

For Office Use Only

Current Term: _____

Total Number of Credits: _____ (_____ Classroom _____ Online)

Credit Approved for: _____ Tuition Only _____ Tuition and Fees

Must be used by: _____ Tuition Credit Applied _____ Term

Executive Director – Enrollment Services

Date

*Enrollment Services * 13300 West Sixth Avenue * Campus Box 5 * Lakewood, Colorado 80228
Telephone: 303-914-6501 Fax: 303-914-6457 Email: enrollmentservices@rrcc.edu*

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