



TUITION CREDIT REQUEST

Red Rocks Community College will consider granting tuition credit when unexpected circumstances occur that prevent a student from completing a term. This form offers you the opportunity to request tuition credit for the current term and **must be submitted by the census/drop date for the following term. (For example, if you are requesting tuition credit for classes in the Spring term, you must do so by the census/drop date of the Summer term).** Requests (including supporting documentation) submitted late will NOT be considered. Please submit completed forms to Enrollment Services either in person; by mail to Red Rocks Community College, Enrollment Services, 13300 W. 6th Ave. Campus Box 5, Lakewood, CO 80228; by email to enrollmentservices@rrcc.edu (as an attached scanned document); or by fax to 303-914-6457. Tuition Credit requests will be reviewed for approval by the Executive Director of Enrollment Services.

Last Name: _____ First Name: _____ ID # (S) _____

Street Address _____ City: _____ State: _____ Zip: _____

School Email: _____ Day Phone: _____ Cell Phone: _____

Course: _____ Last Day Attended: _____ Course: _____ Last Day Attended: _____

Course: _____ Last Day Attended: _____ Course: _____ Last Day Attended: _____

Current Term Enrolled: Fall Spring Summer Current Year Enrolled _____

Do you plan to register for next semester? Yes No - If not, when do you plan to return: _____

Please check one of the two sections below as appropriate and attach supporting documentation

_____ **Extenuating Circumstance** - An extenuating circumstance is something that was unexpected and not a pre-existing condition, which prevented you from being able to complete your class(es). Please indicate below the extenuating circumstance that occurred within the term for which you are requesting Tuition Credit.

_____ Death in the immediate family (i.e., mother, father, sister, brother, child, spouse)

_____ Extended serious illness or injury of student or immediate family member (as defined above)

_____ Extended military obligation

Please attach a letter explaining the circumstances that prevented you from completing the term. Include supporting documentation (examples: medical documentation, death certificate, etc.) Your petition will not be considered without the required statement and supporting documentation.

_____ **Other** - If your situation is not related to unexpected circumstances and you believe the college made an error which prevented you from dropping or withdrawing by the published deadline, please explain the situation and provide any supporting documents you have. If your situation is related to an instructor or instructional issue, you must contact the RRCC Instructional Services department.

Please note that RRCC will not consider tuition adjustments if your claim is entirely based on your lack of knowledge or understanding of a published deadline or policy. Policies and deadlines can be found in the RRCC term schedules, RRCC website and in the detailed student schedules found in The Rock.

Your signature certifies that your statements and the supporting documentation you provided are true and accurate representations of your situation.

Student Signature: _____ Date: _____

Please Note: Red Rocks Community College can send emails only to the college issued student email account.

THIS SECTION TO BE COMPLETED BY RRCC ENROLLMENT SERVICES

- Approved
- Denied & Reason _____

Executive Director of Enrollment Services: _____ Date _____