



Instructions for Completing a Request for Tuition Credit

STEP 1: Complete the necessary forms to request Tuition Credit. These forms can be obtained from the Enrollment Services Office. Tuition Credit Requests **MUST** be submitted by the census (drop) date of the semester following the term for which the student is requesting to receive credit for.

STEP 2: Submit the completed packet (including all required forms, **individual typed statement** and any supporting documentation) to the Enrollment Services Department. The completed packet will be presented to the Executive Director of Enrollment Services for consideration. The Director may request additional documentation. You will have 15 days to comply with the request. If the additional documentation is not provided, the decision will be based on the original submittal.

Tuition Credit will be considered for the following circumstances:

- Death in the immediate family (i.e., mother, father, sister, brother, child, spouse)
- Extended illness of student or immediate family member
- Extended military obligation

Tuition Credit is not approved for the following types of issues:

- Transportation problems, student's car breaks down
- Child care problems, babysitter quits or student cannot pay for daycare
- Lack of funds, to include financial aid denial
- Book dissatisfaction
- Student failing course and/or student not adequately prepared
- Student's computer was down or student could not connect to an internet course (computers are available on campus and most public libraries provide internet access)
- Student's computer not advanced enough or student did not have software needed to take the class
- Student moved out of the area during the term
- Student's marital/family status changed
- Instructor dissatisfaction or instructor/class related complaints (this is addressed by chairs and/or deans in the Instructional Services Department)
- Student has been sent to Collections (see Cashier's office)

Tuition Credit Denied:

If Tuition Credit is denied, you will be notified by email sent to your college issued email account.

Tuition Credit Approved:

If Tuition Credit is approved, you will be notified by email sent to your college issued email account. You will be withdrawn from the course(s) you received tuition credit for and a final grade of "AW" (Administrative Withdrawal) will be applied to the class(es). Manual adjustments reflecting the Tuition Credit are made to your account by the Cashier's office after the census date for the future term in which you are enrolled. You will be responsible for all college fees and classroom related fees.

Please Note: All prior balances due must be paid in full before the Tuition Credit can be applied. You have one year to use the approved tuition credit. If you do not use the Tuition Credit within the time allowed, you must submit a request for an extension in writing to the Executive Director of Enrollment Services.

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

Revised: 09/09/2015



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 _____



Last Name: _____ First Name: _____ Student ID# _____
 (Please Print) (Please Print)

Please READ and INITIAL your acknowledgement of each of the statements below and return this signed form with your completed Request for Tuition Credit.

	I acknowledge that adding or dropping courses may change the amount due on my student account. I understand and acknowledge that I am responsible for all tuition and fees charged to my student account. I further understand that any balance due on my student account that has not been paid by the end of the term may be referred to an agent of the College for further collection action. This delinquency will be reported to national credit bureaus and my Colorado state tax refund may be used to pay all or a portion of any past due bill. I understand that I will not be able to register for additional courses within the Colorado Community College System, receive a transcript, or receive a diploma if my account is past due.
	Documentation of your circumstance is required. Please attach a typed letter which states 1) what you are requesting and 2) a brief description, detailing your unexpected circumstances and how they prevented you from completing your course(s) or from dropping/withdrawing by the published deadline. Your submission needs to include supporting documentation (<i>Examples: medical documentation, death certificate or obituary, etc.</i>) Your petition will not be considered without your typed statement and supporting documentation.
	Requests submitted for only select courses (versus all registered courses) must include an additional explanation as to why the circumstances that occurred affected only the selected courses.
	If you are approved for Tuition Credit and you are currently still enrolled in the affected course(s), you must withdraw from the course(s) in order for the Tuition Credit to be processed. If you have received passing grades, your request will not be considered.
	Tuition Credit requests for Unexpected Circumstances are reviewed by the Executive Director of Enrollment Services. Decisions are based entirely on the circumstance and the documentation submitted to support it, considering documented policy and procedures in place at the time of the request. Depending on when your appeal is submitted, it could take up to two weeks before you are notified of the Executive Director's decision.
	The Executive Director may request additional information for clarification after reviewing your completed application. You will have fifteen (15) days to respond to their request. If you do not meet their request within the fifteen (15) days, the Executive Director will make a decision based upon the documents submitted.
	You will be notified by email sent to your college issued student email account once a decision has been made. You need to ensure that your contact information on this application form is current and correct.
	Your account balance MUST be paid in full before any approved Tuition Credit can be applied to future terms.
	If approved, your grade(s) for appealed classes will be recorded as "AW" (Administrative Withdrawal) and you will receive tuition credit to be applied within one year from the term for which the tuition credit was approved.
*Students receiving FINANCIAL AID, please read and initial your acknowledgement of this statement:	
	If approved, an Administrative Withdrawal applied through this process may reduce your student financial assistance awards for the term. This means that if you purchased books & supplies using your student account, or you received a disbursement check or an emergency loan during the semester, you will most likely owe the college for a portion or all of those amounts. Also, you may be required to submit a separate SAP (Satisfactory Academic Progress) appeal to Financial Aid to be eligible to apply for aid in future terms.
*Students receiving VETERANS BENEFITS, please read and initial your acknowledgement of this statement:	
	If approved and you received VA benefits for the semester in question, your VA benefits for the term you received tuition credit for may be affected. It is recommended you speak with RRCC VA Affairs for more info.
*Students receiving Financial Aid or Veterans Assistance, please read and initial your acknowledgement of this statement:	
	Approval or denial of this request may adversely affect your Financial Aid, Veterans Administration (VA) status, or Dept. of Vocational Rehab (DVR) status and does <u>not</u> necessarily relieve you of any financial obligation to the college or the Veterans Administration. Please contact your RRCC Financial Aid Advisor or VA Affairs Advisor for information. <i>Please attach your completed FA/VA/DVR Acknowledgement Form.</i>

****If Student received Financial Aid / VA Benefits / Dept. of Vocational Rehab (DVR) Benefits during the Term they are requesting Tuition Credit for --- they MUST include the "Acknowledgement Form for Student Tuition Credit Request Process" with their Tuition Credit Request packet.***



FINANCIAL AID / VA BENEFITS / DVR BENEFITS ACKNOWLEDGEMENT FOR STUDENT TUITION CREDIT REQUEST PROCESS

It is important that you are aware of the potential cost and affect to you and your financial aid, VA, DVR benefits and/or Satisfactory Academic Progress (SAP) when you submit a request for Tuition Credit. Therefore, if you have received financial aid, Veterans Administration (VA) benefits, or Dept. of Vocational Rehabilitation (DVR) benefits, in the term for which you are requesting Tuition Credit, you must meet with an advisor for Financial Aid, VA or DVR prior to submitting a request. The Advisor will explain the possible effect of Tuition Credit to your financial aid awards, VA benefits, or DVR benefits. You will also have the opportunity to discuss with Financial Aid your Satisfactory Academic Progress (SAP) standing and whether or not you will be required to submit a SAP appeal in order to be eligible to request financial aid in future terms here at Red Rocks Community College.

Financial Aid Advisor's Name (printed): _____

Financial Aid Advisor's Signature: _____ Date: _____

Financial Aid Satisfactory Academic Progress (SAP). If a student withdraws from school or receives an administrative withdraw during a semester for which he/she has received financial aid, the student may be placed on financial aid suspension. Students in financial aid suspension are required to submit a SAP appeal to the Financial Aid office in order to be eligible to request financial aid in future terms here at Red Rocks Community College. Students will receive notification of their SAP status and SAP appeal information after the end of the term for which he/she has withdrawn.

VA Advisor's Name (printed): _____

VA Advisor's Signature: _____ Date: _____

DVR Advisor's Name (printed): _____

DVR Advisor's Signature: _____ Date: _____

I have spoken with a Financial Aid / VA / DVR Advisor and understand that the approval of this request for Tuition Credit may affect my financial aid award, VA / DVR benefit status, and/or my Satisfactory Academic Standing (SAP). Based on this information, I am requesting to:

☐

Withdraw with Tuition Credit

☐

Withdraw only*

Student's Name (printed): _____ Student ID # **S** _____

Student Signature: _____ Date: _____

*If you are withdrawing from all of the classes you are registered for in the current term you will need to complete the total withdrawal process. You may obtain the total withdrawal form from the Admissions Office.
