



## **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 You will be withdrawn from the course(s) you received tuition credit for and a final grade of "AW" (Administrative Withdrawal) will be applied to the class(es).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.