



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.***