

FVCC may grant a student's appeal for a tuition refund if the appropriate circumstances apply and supporting documentation requirements are met. Appeals apply to tuition only. Appeals do not cover other fees and costs (i.e., student fees, non-refundable lab fees, other course fees, bookstore charges, etc.) Nor do they change the grade assigned by the instructor.

An appeal may be granted if a student was unable to attend registered courses in the current semester due to extenuating medical, personal or employment-related situations that were beyond the student's control. In all cases, the situation must have disrupted the student's ability to: (1) attend class(es) for a substantial length of time; (2) complete the course requirements; and/or (3) adhere to the standard withdrawal or refund procedures.

For academic medical withdrawals (withdrawal from all classes), please see the Admissions and Registration Office.

**Extenuating circumstances that warrant an appeal:**

- Death of an immediate family member (spouse, parent, grandparent, brother, sister, child, dependent, and/or the same relative of the student's spouse.)
- Involuntary and unforeseen changes in employment schedule or location (including military). Loss of employment does not apply.
- Severe illness or injury of self, or immediate family member, requiring acute care for an extended period of time.
- Based on the recommendation of the President, Vice President for Academic and Student Affairs and/or Dean of Student Affairs.

**Appeals with the following reasons will not be approved:**

- Non-attendance/unexcused absences
- Late registration/inability to perform in the classroom
- Acceptance into another school
- Lack of awareness about withdrawal or refund procedures and deadlines
- Insufficient resources to pay tuition
- Dissatisfaction with the course or lack of communication with the instructor (see Student Complaint Process)
- Academic disputes between the student and the instructor (see Student Complaint Process)
- Unpreparedness, including lack of prerequisites
- Arrest or incarceration
- Pre-existing medical condition that began prior to the semester being appealed
- Disabilities not officially filed with the Disability Support Services or failure to observe the guidelines provided for academic success
- Suspension or dismissal from the college for academic reasons or disciplinary reasons
- Poor grades
- Non-transferability of a course to another institution
- Miscommunication with advisor/faculty about the mechanics of registering, degree requirements and/or withdrawing from classes (see Student Complaint Process)
- Inaccurate or mistakes in scheduling, including Student Portal activities

**Attach the following documentation as applicable to support the appeals request:**

- For all appeals, include a statement explaining the situation. Be as specific as possible regarding dates and circumstances.
- For an immediate family death, include a copy of the death certificate or obituary documenting the relationship.
- Medical documentation must be verifiable with detailed explanation of condition preventing class participation.
- For change in employment, submit a letter from your employer, on letterhead, stating date of change and revised hours.

The deadline for submitting appeals to the Business Services Office is 90 days after the last day of the semester that the student is appealing. Supporting documentation must be submitted with the appeal. Failure to do so will result in a delay or force a denial of the appeal.

Students can initiate an appeal by completing this form and emailing it to [Student-Billing-Appeals@fvcc.edu](mailto:Student-Billing-Appeals@fvcc.edu) or delivering a hard copy to the Business Services Office (Blake Hall-122,) mailing a hard copy to FVCC-Business Services Office (777 Grandview Drive, Kalispell, MT 59901) or faxing to 406-756-3815. The Tuition Appeals Committee will consider each appeal. Students will receive written notification of the decision made by the Tuition Appeals Committee within 15 business days of receiving the appeal.

Semester Appealing:      Fall 20\_\_\_\_\_      Spring 20\_\_\_\_\_      Summer 20\_\_\_\_\_

Class(es) Being Appealed: \_\_\_\_\_  
\_\_\_\_\_

Please print:

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Last Name	First	Middle
_____		

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Address \_\_\_\_\_

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City	State	Zip
_____		

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Telephone number	Student Number
_____	

**Are you receiving FINANCIAL AID?**      YES \_\_\_\_\_      NO \_\_\_\_\_

If yes, be aware that if financial aid has been paid toward the account, further funds may be owed to FVCC or the financial aid grantor.

**Are you receiving VETERAN'S BENEFITS?** YES \_\_\_\_\_      NO \_\_\_\_\_

If yes, be aware that if you have received VA funding for these courses, you may owe money back to the college or the VA. You may wish to visit with the school certifying official prior to submitting this form.

**I declare the foregoing to be an accurate statement of facts, to the best of my knowledge and belief. It is understood that any false statement(s) may be sufficient reason for dismissal of my appeal.**

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<b>Signature of Student</b>	<b>Date</b>
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**For College Use Only**

Received by:	_____	_____
	Accounts Receivable Specialist	Date
_____ Approve _____ Deny	_____	_____
	VP/CFO Administration and Finance	Date
	_____	_____
	President / VP Academic & Student Affairs/Dean of Students (if needed)	Date

Comments: