

## TUITION APPEAL PROCEDURES/GUIDELINES

- ❖ Fill out this form completely and attach documentation according to the following guidelines.
- ❖ Appeals will be accepted within two years of the start of the term being appealed, unless good cause is shown for the delay. Appeals without documentation will not be considered.
- ❖ It is the student's responsibility to withdraw from classes. If an appeal is approved, courses will be removed from the student record.
- ❖ Appeals will be considered by the appeal committee only in situations beyond the student's control.
- ❖ Appeals must state reason(s) for requesting tuition appeal. Be specific by giving dates and attaching supporting documentation (medical statements, doctor's letters, or any other information which would indicate dates and reasons for requesting an appeal).
  - Students' injury or illness
  - Injury or illness of someone dependent on student for support and care
  - Death of an immediate family member
  - Military deployment
- ❖ Circumstances that will not be sufficient basis for an appeal include, but will not be limited to the following:
  - Job change
  - Childcare issues
  - Course load too heavy/Course different than expected
  - Car problems
  - Known medical condition, injury or illness that has not changed materially since the time of enrollment
  - Arrest or incarceration
- ❖ Completed appeals can be submitted with proper documentation via <https://butlerccedu.sharepoint.com/sites/RegistrarUploads> or return to the Registrar's Office at the El Dorado or Andover campus for processing.
- ❖ Rulings on appeals will be determined by a team consisting of representatives from Student Services. Other departments will be consulted as needed.
- ❖ Written notification of appeal decisions will be sent to students by the Registrar's Office.
- ❖ Second appeals can be submitted with additional documentation within 10 days of receiving written notice. Second appeal decisions are final.
- ❖ Contact the Registrar's Office with questions at (316) 322-3123 or email [registrar@butlercc.edu](mailto:registrar@butlercc.edu)

B-S-ID  
REFUND APPEALS\_RG  
BCC ID # \_\_\_\_\_



## TUITION APPEAL FORM

**SEMESTER:** \_\_\_\_\_

Student Name: \_\_\_\_\_ Butler ID (or SSN): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Can we update your address & phone? ☐ Yes ☐ No Phone Number: \_\_\_\_\_

See front of this form for instructions and regulations pertaining to this appeal form.

**COURSE(S) APPEALED:**

(1) Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

(2) Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

(3) Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

(4) Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

REASON FOR APPEAL (BE SPECIFIC & PROVIDE DOCUMENTATION) - Attach appropriate documentation supporting reason for appeal. **Appeals without proper documentation will not be considered.** (See front of this form for examples of acceptable/ unacceptable reasons.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand this appeal will only be considered if it is submitted with proper documentation. I further understand that appeals must be submitted within two years of the start of the term being appealed, unless good cause is shown for the delay.**

Date Submitted: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Appeals Committee Routing:			
	Approve	Deny	Initials
Accounts Receivable	_____	_____	_____
Advising	_____	_____	_____
Registrar	_____	_____	_____
Assoc VPSS (2 <sup>nd</sup> appeals)	_____	_____	_____

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Processed on \_\_\_\_\_  
By: \_\_\_\_\_