

TUITION APPEAL FORM

It is the student's responsibility to withdraw from classes. If an appeal is approved, courses will be removed from the student record. Incomplete forms will not be processed. More information on back.

SEMESTER: _____

Student Name: _____ Butler ID (or SSN): _____

Address: _____

City: _____ State: _____ Zip: _____

Can we update your address & phone? **Yes** **No** Phone Number: _____

See back 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 back 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 may only be submitted through the end of the semester following the semester of appeal.

DATE SUBMITTED: _____ STUDENT SIGNATURE: _____

APPEALS COMMITTEE ROUTING:	APPEALS COMMITTEE ROUTING:			Registrar's office use:	
	Approve	Deny	Initials	Approved	Denied
Accounts Receivable	_____	_____	_____	_____	_____
Advising	_____	_____	_____	Processed on	_____
Registrar	_____	_____	_____	By:	_____
Assoc VPSS (2 nd appeals)	_____	_____	_____		

REFUND APPEAL PROCEDURES/GUIDELINES

Fill out this form completely and attach documentation according to the following guidelines. **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. Generally, reasons such as spouse's job change, child care issues, course load too heavy, course different than expected, car problems, pre-existing conditions, etc. are not considered legitimate reasons for requesting a refund. Legitimate reasons MAY BE: a student's injury or illness, injury or illness of someone dependent on the student for support and care, death of an immediate family member, military deployment. Sufficient documentation MUST be provided.**
- ❖ **Appeals will be accepted through the end of the semester following the semester of appeal.**
- ❖ **Upload the completed tuition appeal form to butlercc.edu/registraruploads or return it with the proper documentation 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 appeal decisions are final.**
- ❖ **Contact the Registrar's Office with questions at (316) 733-3123 or email registrar@butlercc.edu**