

## APPEAL FOR TUITION REFUND

**ALL information must be complete and legible, documentation attached, and student signature and date. It is your responsibility to withdraw from classes if you choose to do so. If the appeal is approved, the courses will be removed from the student record. Incomplete forms will be returned to the student unprocessed.**

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

STUDENT NAME: \_\_\_\_\_ Butler ID (or SSN): \_\_\_\_\_

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

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

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:	Approve	Deny	Initials	Registrar's office use:
Accounts Receivable	_____	_____	_____	Approved _____ Denied _____
Advising	_____	_____	_____	Processed on _____
Registrar	_____	_____	_____	By: _____
Assoc VPSS (2 <sup>nd</sup> appeals)	_____	_____	_____	

After you have visited with an advisor and it has been determined that a situation exists where a refund may be appropriate, fill out this form completely and attach documentation according to the following guidelines.

- ❖ **If a student has not been withdrawn from the course(s) indicated, the first step in processing the appeal will be permanently withdrawing the student from the course(s) indicated on the appeal. Withdrawals are not reversible if an appeal is denied.**
- ❖ **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.**
- ❖ **Complete the form, sign, date, and return it with the proper documentation to the Registrar's Office, 901 S. Haverhill Road, El Dorado, KS 67042 for processing. You may email the completed form to [registrar@butlercc.edu](mailto:registrar@butlercc.edu) or fax it to (316) 218-6891. Incomplete forms and those without documentation attached will be returned to the student requesting the refund.**
- ❖ **Ruling on appeal will be determined by a team consisting of representatives from Accounts Receivable, Advising, and Registrar. If financial aid or Veterans benefits are involved, the appropriate person will be consulted to advise the student in making the best financial decision regarding accepting the refund.**
- ❖ **If the appeal concerns instructor or classroom issues, the dean of the appropriate department will be asked for input. Concerns regarding technical difficulties with on-line courses will be forwarded on to the Director of Instructional Technology for input.**
- ❖ **Written notifications will be sent to students by the Registrar's Office as to the action taken by the committee.**
- ❖ **Second appeal decisions are final.**
- ❖ **If you have any questions regarding the appeal process or the status of your appeal, you may contact the Registrar's Office at 322-3123 (733-3249 from the Wichita area).**