

SLCC ENROLLMENT SERVICES – REGISTRATION APPEAL EXCEPTION TO POLICY

PLEASE PRINT

STUDENT ID# or SS# _____ NAME _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

Student's E-Mail Address: _____

STUDENT RESPONSIBILITIES:

It is the student's responsibility to comply with:

- 1) **Deadlines specified in the academic calendar.**
- 2) **Policies and procedures outlined in the college catalog and class schedule.**

I HAVE READ AND UNDERSTAND POLICY AND INSTRUCTIONS FOR SUBMITTING AN ENROLLMENT SERVICES APPEAL.

STUDENT SIGNATURE _____

Processing Registration Appeal may affect your Financial Aid, Veterans benefits, and International student status.

Did you receive financial aid during the semester you wish to appeal? YES ____ NO ____

Did you receive Veteran's Benefits during the semester you wish to appeal? YES ____ NO ____

Were you an International student? YES ____ NO ____

Please choose one of the following:

_____ I AM APPEALING TO DROP FROM COURSES WITH A TUITION ADJUSTMENT/REFUND FOR _____ SEMESTER ____ YEAR
STUDENTS MUST INITIATE THE APPEAL PROCESS WITHIN ONE YEAR OF THE SEMESTER OR TERM IN QUESTION.

_____ I AM APPEALING "E" GRADE(S) IN A PREVIOUS TERM TO BE REPLACED WITH "W" WITHDRAW STATUS FOR _____ SEMESTER ____ YEAR
(No Refund is allowed)

Indicate classes for Appeal:

CRN NUMBER	COURSE ABBREVIATION	COURSE NUMBER	SECTION NUMBER	CREDIT HOURS	LAST DATE OF ATTENDANCE

REASON FOR APPEAL: *DOCUMENTATION MUST BE INCLUDED* Appropriate rationale and guidelines are listed on the back of this form. Submit documentation to substantiate the Appeal request. Appeal requests without adequate documentation will be returned to the student without further processing. **Attach additional sheets if required.**

FOR ENROLLMENT SERVICES USE:

_____ APPROVED _____

_____ APPROVED, ONE TIME ONLY _____

_____ DISAPPROVED _____ DOES NOT MEET POLICY GUIDELINES

_____ PENDING/INSUFFICIENT DOCUMENTATION--DOCUMENTATION MUST BE SUBMITTED BY _____ OR APPEAL WILL BE DENIED.

GENERAL GUIDELINES

Registration Appeal Exception to Policy

Appeals are granted for exceptional circumstances only. Students may be granted a maximum of 3 appeals during their college career at SLCC; however, the appeals are not guaranteed approval.

The nature of the situation determines the documentation. (Documentation must be printed on professional letterhead and include phone number, signature, and date. The dates listed on the documentation must correspond with the dates of the semester being appealed.)

Refund and/or Tuition adjustment may be granted within a one-year period. Refunds are not granted after one year.

MEDICAL	Submit dated documentation from physician, include dates of illness and explanation of reason for inability to attend classes. Include the physician's signature and phone number on official letterhead for confirmation. (Medical Bills do not meet documentation guidelines.)
CONFLICT WITH EMPLOYMENT	(Student should attempt to enroll in another section.) Submit dated documentation from employer on letterhead showing change of work schedule. Include employer signature and phone number for confirmation.
LOSS OF JOB	Submit a copy of Discharge papers or Unemployment application.
MOVE OUT OF AREA	Submit dated letter from employer showing transfer on official letterhead, or official eviction notice, or other notice of involuntary reasons for relocation.
MILITARY	Submit a copy of official Military Orders with corresponding dates within the semester being appealed.
CHARITABLE SERVICE	Submit a copy of notification of service with corresponding dates within the semester being appealed.
DEATH IN FAMILY	Submit a copy of obituary and a copy of airline tickets in student's name if appropriate and indicate the relationship. (Immediate family: Grandparents, Parents, Children, Brothers and Sisters, Spouse or significant other).
DIVORCE	Submit a copy of Divorce Decree or letter from Attorney.

DROPS/WITHDRAWALS COLLEGE POLICY:

Students who decide not to remain enrolled in a class must officially drop or withdraw from class. Students must drop individual classes during the drop period for Fall and Spring semester, Summer term and/or published dates for block terms and are entitled to an adjustment of tuition or refund. After the drop period the course is identified as a withdrawal and there is no adjustment of tuition or refund.