



Tuition Appeal for Exceptional Cases Application Form

Laurel Ridge Records/Office of the Registrar
173 Skirmisher Ln · Middletown, VA 22645

Telephone: 540-868-7105 Email: Records@laurelridge.edu Fax: 540-868-7005

Please complete and return this form with the necessary documentation to the Admissions and Records Office. Tuition appeal requests must be submitted no later than the end of the subsequent academic semester (example: a fall tuition appeal must be completed no later than the end of the subsequent spring semester.)

VCCS Policy 4.3.2.2 – Exceptional Cases Caused by VCCS or College

The college is authorized to issue a tuition refund based on the following: (1) Administrative error by Laurel Ridge Community College, extreme financial hardship, or in some extraordinary circumstances, a major medical emergency;

(2) A national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia.

FINANCIAL AID STUDENTS

Students with financial aid who withdraw from classes are subject to the Return of Title IV Funds calculation in accordance with federal and state regulations. Bookstore charges are not eligible for tuition appeal. Please contact the Financial Aid Office to determine how withdrawing and dropping from class(es) changes your financial aid eligibility.

Full Name: _____ Student ID Number: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Course Name(s) and Number(s): _____

Instructor Name(s): _____

Semester: _____ Year: _____

I understand that the deadline for a tuition refund has passed. I have withdrawn from the class(es) indicated above for this semester, and I am submitting a tuition appeal request due to the following extenuating circumstance as outlined in VCCS Policy 4.3.2.2 above, please select one of the options below:

- Administrative error (Written explanation from student and supporting documents attached)
- Extreme financial hardship (Written explanation from student and supporting documents attached)
- Major medical emergency under extraordinary circumstances (Doctor’s note on official letterhead attached and written explanation from student attached)
- Military Activation (Copy of orders attached)

Student Signature

Date

For College Use Only

Laurel Ridge Admissions and Records Office

Student has been approved for withdrawal status and received a "W" for a grade.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of withdrawal: _____	
Signature of Registrar/Assistant Registrar _____	Date _____

Laurel Ridge Coordinator of Veterans Affairs Verification (for military applicants only)

Signature of Veterans Affairs Employee _____	Date _____
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Laurel Ridge Financial Aid Office

Student received financial aid for semester?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you speak to the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Taking in to account the withdraw date above, is the list of aid below correct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
 <i>List of Aid Received(if applicable):</i>	
PELL	\$ _____
COMA	\$ _____
Foundation Scholarships	\$ _____
Loans	\$ _____
Local/Private Scholarships	\$ _____
Other	\$ _____
Signature of Director of Financial Aid _____	Date _____

Tuition Appeal Committee Administration

Tuition appeal approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
Reason:			

Notes:
