



Tuition Appeal for Exceptional Cases Appeal Form

Under exceptional circumstances Laurel Ridge Community College can grant tuition refund/debt removals for students who withdraw after the final drop date. Refund/debt removals are guided by Virginia Community College System (VCCS) Policy 4.3.2.2 Exceptional Cases Caused by VCCS or College.

Please complete and return this form and required documentation to taec@laurelridge.edu.

Full Name: _____ Student ID#: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

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

Instructor Name(s): _____

Semester: _____ Year: _____

Review the details of the policy, definitions, and procedures at laurelridge.edu/taec, then check the circumstance that applies.

Exceptional Circumstances:	Required Documentation:
<input type="checkbox"/> Administrative Error	<input type="checkbox"/> Student's Written Explanation <input type="checkbox"/> Supporting Documentation
<input type="checkbox"/> Extreme Financial Hardship	<input type="checkbox"/> Student's Written Explanation <input type="checkbox"/> Supporting Documentation
<input type="checkbox"/> Major medical emergency under extraordinary circumstances	<input type="checkbox"/> Student's Written Explanation <input type="checkbox"/> Doctor's Note on letterhead
<input type="checkbox"/> Military Activation	<input type="checkbox"/> Military Orders

By signing below, I have read, understand, and meet exceptional circumstances outlined in the policy and procedures for the Tuition Appeal for Exceptional Cases Appeal.

Failure to submit all required documentation will delay review or result in appeals being denied.

Student Signature

Date