

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:
☐ Administrative Error	☐ Student's Written Explanation ☐ Supporting Documentation
☐ Extreme Financial Hardship	☐ Student's Written Explanation ☐ Supporting Documentation
☐ Major medical emergency under extraordinary circumstances	☐ Student's Written Explanation ☐ Doctor's Note on letterhead
☐ Military Activation	☐ 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