



COMMUNITY COLLEGE  
OF RHODE ISLAND

Student Services  
Office of the Dean of Students

## Tuition Appeals Committee

The Tuition Appeals Committee is chaired by Ms. Wendy Houle of Student Services and comprised of representatives from Enrollment Services, Financial Aid, Advising and Counseling and other pertinent Deans, Directors and Staff in the College community.

- The committee will review appeals received no later than 120 days from the end of the term in which the course was offered. The end of the term is defined as the date on which grades are due.
- Drop/add refund dates are widely publicized as is the drop policy. Therefore, appeals based on non-attendance or lack of awareness of the dates will not be considered.
- Decisions will only address whether an adjustment of tuition will be made. Grade assignments and other academic issues are not within the scope of these procedures and are addressed in the Student Handbook.
- Non-refundable fees cannot be considered for appeal.
- Appeals must be written by the student and may be considered for the following reasons:
  - Extended periods of physical or mental illness of the student with medical documentation
  - Extended periods of physical or mental illness of the student's immediate family member who is dependent upon the student for support with medical documentation
  - Death of a student's immediate family member with documentation
  - Involuntary military deployment with military documentation
  - Involuntary job transfer with employer documentation
  - Involuntary changes in employment schedule with employer documentation
  - Extenuating circumstances preventing the student from attending CCRI beyond their control with supporting documentation

Completed request forms are submitted to the office of Student Services, Warwick Campus. You may drop the request off in person, mail it in, or fax it to 401-825-1148. If you have any questions you may call (401) 825-2221 or email Ms. Houle, [whoule@ccri.edu](mailto:whoule@ccri.edu).

**The committee meets bi-weekly. Students will receive a written response within a two-week period after the committee makes their final decision.**

### **Tuition Refund/Waiver Appeals Process**

1. Complete the Tuition Appeal Form.
2. Compose and attach an appeal letter explaining your situation, be specific, give details, state your case clearly.
3. Attach the necessary documentation you have to support your claim.

***NOTE: incomplete appeals will be returned***

Finally, submit all the above mentioned documents to: Tuition Appeals Committee, Student Services Rm 1054, Community College of Rhode Island, 400 East Avenue, Warwick, RI 02886