



COMMUNITY COLLEGE
OF RHODE ISLAND

Student Services
Office of the Dean of Students

Tuition Appeals Committee

The Tuition Appeals Committee is chaired by Mrs. Wendy Parr 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 to: Tuition Appeals Committee, Student Services Rm 1054, Community College of Rhode Island, 400 East Avenue, Warwick, RI 02886, or fax it to 401-825-1148. If you have any questions you may call the Student Services Office at (401) 825-2221.

The committee meets bi-weekly. Students will receive a written response within a two-week period after the committee makes their final decision. Decisions will not be given over the phone.

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



Tuition Appeal Form

Date: _____ Student Identification Number: _____

Student Name _____

Address _____

City, State, Zip _____

Telephone _____
Home Cell Work

Email Address (optional) _____

Specify Request Tuition Refund _____ Balance Waiver _____

Semester Appealing For Spring Summer Fall Year _____

Indicate the nature of your appeal AND you MUST provide the corresponding supporting documentation

- Personal illness or injury
Illness or injury of an immediate family member
Death of an immediate family member
Required military or job transfer out of area
Other
Physician verification proving you were unable to attend
Physician verification stating you were primary care giver
Copy of death certificate
Military transfer orders or employer verification
Letter of explanation and verification

Non Attendance is not a basis for an appeal.

Attach Your Appeal Letter To This Form. Be Specific. State Your Case CLEARLY
Provide a copy of the necessary documentation to support your claim.
INCOMPLETE APPEALS WILL BE RETURNED

This completed Waiver Request form, your Appeal Letter, AND support documentation must be submitted to: Student Services - Rm 1054, Community College of Rhode Island, 400 East Avenue, Warwick, RI 02886 or Faxed to 401-825-1148

DO NOT WRITE BELOW THIS LINE

Committee Actions

- Approved
Not Approved
Approved with Conditions

Notes: _____

Authorized Signature _____

Date _____