Second Chance

**Program Definition:**
Second Chance is a program designed to provide students with past due financial obligations a second chance to obtain a certificate or degree at the Community College of Rhode Island. Students who are granted Second Chance will have their outstanding balance deferred until graduation from CCRI at which time a “CCRI Completer’s Scholarship” resulting in a waiver of 100 percent of tuition and fees of the past due balance will be awarded provided students meet the program criteria and conditions. Please note, bookstore and financial aid obligations are not included in Second Chance. Additionally, students are responsible for the tuition and fees for the semesters for which they are currently enrolled.

**Program Criteria:**
- Student has **not** been enrolled at CCRI for at least 4 years, and
- Student is currently enrolled in a degree program or certificate program, and
- The student has applied for financial aid (regardless of eligibility).

Students who can document a mitigating circumstance are strongly encouraged to file a Tuition Appeal before applying for Second Chance.

**Program Conditions:**
- The student must meet graduation requirements for their program of study within **five** years from the time they were approved for Second Chance.
  - Students who do not complete 100 percent of their degree requirements within **five** years from the date they were awarded Second Chance will lose the deferment eligibility, and their outstanding balance will become due immediately.
  - Students who withdraw from classes during the published refund policy will have any refunds applied as a credit to their next semester's bill. Students who do not re-enroll during the five year period will have the credit applied to the original past balance due.

**Instructions:**
1. Read all directions carefully to be sure you meet program criteria.
2. Create or update your MyCCRI account.
   - a. For assistance logging in to your MyCCRI account, please visit: https://www.ccri.edu/it/
3. Bring Page 2 of this packet to the Bursar’s Office to complete Section I.
4. Complete Section II on Page 2 of this packet.
5. Complete Page 3 of this packet.
6. Include a copy of the letter you received announcing the Second Chance Program, or note how you heard about the program.
7. If your GPA is below a 2.0, include a copy of your education plan obtained through the Department of Advising and Counseling.
8. Include a copy of the email confirmation from FAFSA showing you applied for financial aid.
9. Student will be notified by email of their acceptance to Second Chance.

Submit completed packets in person, by mail or fax to:

Second Chance Program, Room 1054  
Community College of Rhode Island  
400 East Avenue  
Warwick, RI 02886  
401-825-1148 – fax
Second Chance

Name: ____________________________________________

Please print.

CCRI ID: _________________________________________

Office of the Bursar

SECTION I
To be completed by Bursar:

Outstanding balance: $______________________________

Term(s): ____________________________________________________________________________

Authorized Bursar representative

SECTION II
To be completed by student:

1. Have you already submitted a tuition appeal? _____Yes _____No

2. If yes, was the appeal denied? _____Yes _____No

If your tuition appeal was denied, you may qualify for Second Chance. It is recommended that you complete the Second Chance Request Form attached to this document (Page 3). If your tuition appeal was approved, you do not qualify for this program.

If you have NOT already submitted a tuition appeal, please answer the following:

3. Do you have extenuating circumstances that prevented you from attending/completing the term(s) in question that resulted in your current outstanding balance? _____Yes _____No

4. Do you have supporting documentation that corresponds with the term(s) above related to your outstanding balance? _____Yes _____No

If you answered yes to #3 and #4, it is recommended that you submit a tuition appeal.
http://www.ccri.edu/doss/deansda/committees/ tuitionrefund.html

If you answered no to #3 and/or #4, and you have not attended CCRI for four years or more, you may qualify for Second Chance. It is recommended that you complete the Second Chance Application attached to this document (Page 3).
Second Chance Application

- Complete this form and submit to the Second Chance Program Rm 1054, CCRI, 400 East Ave., Warwick, RI 02886. You also may fax it to 401-825-1148.
- Be sure to include appropriate documentation (See below.)

Name ___________________________________________ Student ID # ____________________________

Email Address ____________________________________________________
Print clearly, you will be notified of acceptance at this address

Desired start term: _______ Spring _____ Summer _____ Fall _____ Year _______

I have included the following REQUIRED information:

☐ Page 2 of this packet, fully completed and signed by Bursar’s Office.
☐ This page (Page 3) fully completed and signed.
☐ Copy of the letter received announcing the Second Chance Program, or note how you heard about program ____________________________________________________________.
☐ Copy of my education plan, from an academic adviser/counselor (if GPA is lower than 2.0).
  - Current GPA _________
☐ Proof of financial aid application (email from FAFSA).

By signing this form, I acknowledge the following: (please initial) - required

____ I have not been enrolled at CCRI for at least four years.
____ I am currently enrolled in a degree or certificate program at CCRI.
____ I will meet graduation requirements for my program of study within five years from the time in which I am approved for Second Chance.
____ If I do not complete 100 percent of my certificate or degree requirements within five years, I will lose my deferment eligibility, and my outstanding balance will become due immediately.
____ If I withdraw from classes during the published refund policy, any refunds I may be entitled to will be applied as a credit to the next semester’s bill, and if I do not re-enroll during the five year period, the credit will be applied to the original past balance due.

I also acknowledge that it is my responsibility to pay for the current term’s tuition with my own resources and/or financial aid and if my application for Second Chance is accepted, that does not protect me against the drop for nonpayment for the current term.

_______________________________  ____________________________
Student signature Date

OFFICIAL USE ONLY

Student meets criteria for Second Chance? _____ Yes _____ No

_______________________________  ____________________________
Authorized signature Date