

# Student Appeal for Tuition Refund

Tuition Refund Committee (TRC) [Tuition Refund Policy](#)



E-mail: [StudentAppeals@frederick.edu](mailto:StudentAppeals@frederick.edu) Fax: (301)624-2799  
Phone: (301)846-2431

Student ID# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ myFCC e-mail only \_\_\_\_\_

Please enter the course information for which you are appealing-

Course \_\_\_\_\_ Term \_\_\_\_\_ Student Reported Last date of Attendance \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_ Student Reported Last date of Attendance \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_ Student Reported Last date of Attendance \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_ Student Reported Last date of Attendance \_\_\_\_\_

**In addition to this form you must:**

1. Officially withdraw from class(s). **(REQUIRED)**
2. Gather supporting documentation- including but not limited to a letter from your medical provider, court documents, or military orders. These papers must include dates relevant to your appeal. You must prove that you were unable to complete your class(s). **(REQUIRED)**
3. Prepare a typed statement on separate paper to explain the details of your petition. **(REQUIRED)**

**Please read carefully before submitting this form.** Any student facing extenuating circumstances during a semester resulting in withdrawal from credit classes may submit an appeal to the Tuition Refund Committee. The Committee will evaluate petitions for situations occurring after the posted refund period. Any student who receives partial refund is not eligible to appeal for further tuition refund. Petitions will only be considered if they are submitted before the end of the academic calendar year. The academic year ends with spring term. Appeals will not be considered if they are submitted after this time frame. You must be withdrawn from the course(s) before you submit paperwork. If the date to withdraw has passed you will need to appeal to the **Admissions and Academic Policies Committee** and receive approval before you submit this form. The TRC meets every other month. Once a decision has been reached, you will be notified by either your myFCC e-mail or by mail.

*I have read the above statement and have met all of the requirements.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Return form and accompanying documentation to:**

Tuition Refund Committee, Box 202  
Frederick Community College  
7932 Opossumtown Pike  
Frederick, MD 21702

E-mail: [StudentAppeals@frederick.edu](mailto:StudentAppeals@frederick.edu)

**For Office use only**

Course				
Faculty reported last date of attendance				
Drop/Withdrawal date				
Deadline to withdraw for refund				

Date appeal received-	Appeal results-	Student notified-
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