

**Pikes Peak Community College  
COF Appeal Form & Instructions**

**Instructions to request COF Stipend for past semesters:**

- **Fill this form out completely and legibly; all appeals must be in writing.**
- **Submit all documentation with this form. All information submitted is confidential.**
- **PPCC will consider each waiver request based on the materials provided and the facts submitted by the appropriate PPCC offices and/or individuals.**
- **PPCC must receive the COF Appeal request by the end of the NEXT semester of the student not receiving the COF stipend. (i.e. if requesting funds for fall term, appeal must be submitted by the end of the spring term, etc)**
- **Return the COF Appeal form and all supporting documentation to:**

**Jeff Horner-Enrollment Services  
Pikes Peak Community College  
5675 S. Academy Blvd, Box C8  
Colorado Springs, CO 80906**

**or Fax to 719-502-2073**

**Process and Deadlines**

- **PPCC calculates excess COF lifetime hours at full tuition. Submitting a COF waiver request does not exempt you from tuition fees or deadlines and does not guarantee approval.**
- **If PPCC approves the COF Appeal, PPCC will recalculate your tuition bill.**
- **PPCC will notify you of a final decision in writing or via e-mail. The COF Appeal Committee will meet monthly to review all requests. The decision of the committee is final and binding-there is no appeal after the Committee has made its decision.**

**Student Number (S#):** \_\_\_\_\_

**Name (First, Middle, Last):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Day-time Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Term Appealing COF:** \_\_\_\_\_

