



PIKES PEAK COMMUNITY COLLEGE Tuition Appeal Application

Name: _____ Student SID: _____
Address: _____ Phone Number: _____

To receive a tuition refund, less the non-refundable registration fee, students must drop class(es) by the deadline listed in the class schedule. No refunds will be made after that date except in rare cases and only for extenuating circumstances. Examples of extenuating circumstances are: extended illness of student, extended illness of immediate family member, death in immediate family, or extended military obligation (enlisted only, spouses are not eligible). Supporting documentation **must** be provided.

The tuition appeal process is not intended for instructional complaints or for requesting a grade change. Please contact the instructional division for these issues.

- Appeals must be submitted no later than one semester following the semester in which you are appealing.
- Enclose a brief letter of explanation stating your reason(s) for submitting the appeal.
- Attach supporting documentation. (I.e. medical documents, death certificate, military orders, etc.)
- Incomplete appeal forms or appeals without proper documentation will be returned, without review, by the Tuition Appeals Committee.
- Appeals submitted for only select courses (versus all courses enrolled for) may be held until the end of the semester unless there is a specific reason given to not hold your appeal.

PLEASE COMPLETE THE FOLLOWING:

- Reason(s) for appeal:
 - _____ Extended illness of student (completed PPCC medical documentation form required)
 - _____ Extended illness of immediate family member (completed PPCC medical documentation form required)
 - _____ Death of immediate family (documentation required)
 - _____ Extended, unplanned military obligation; applies only to enlisted member (copy of orders required).
 - _____ Other extenuating circumstances (documentation or explanation of circumstances is required)

Please note: Changes in employment or work schedule, lack of funds, change in marital status, child care issues, transportation issues or dissatisfaction with the instructor and/or course do not constitute extenuating circumstances.

- Please list the class(es) affected in your appeal:

Course ID	Term/Year	Course ID	Term/year
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

- Please check if any of the following applies to you:

_____ Financial Aid Recipient _____ V. A. Educational Benefits _____ International Student

FOR STUDENTS RECEIVING FINANCIAL OR V.A. ASSISTANCE: Approval or denial of this petition may affect your financial aid or V.A. status and does not necessarily relieve you of any financial obligation to the college or the Veterans Administration. For information on how a tuition appeal may affect your benefits please contact your PPCC financial aid or V.A. advisor.

I attest to the fact that the information stated above is true and complete. I also understand that:

- Incomplete appeals may be returned, without action, therefore delaying the decision process.
- The decision of the Tuition Appeals Committee is the FINAL decision on behalf of PPCC and no further appeal is possible.
- This Tuition Appeal Application will serve as a grant application if I am awarded an Augmented Revenue Grant as a result of this petition.

Signature of Student: _____ Date: _____

Please submit this appeal application with all supporting documentation to the Records office, Centennial Campus, room A-106 or Rampart Range Campus, room S-101 or send by certified mail to:

Pikes Peak Community College
Attn: Tuition Appeals Committee
5675 S. Academy Blvd, Box C8
Colorado Springs, CO 80906