

Appeal Tuition and/or Late Withdraw

Students may request a tuition appeal or late withdraw from a class due to unforeseeable circumstances. To appeal your tuition or to request a late withdraw from a class, you will need to complete the following process:

1. **Meet with an advisor** to see if your situation qualifies for a tuition/late withdraw appeal.
2. **Complete the Appeal Tuition and/or Late Withdraw form.**
3. **Provide a written statement** describing your situation in detail and gather any related documentation.
4. **Attach all supporting documents** and email your completed form, along with your statement and related documentation to advising@nhcc.edu for review.
5. **Appeals are due no later than 30 days after the end of the semester** in which the situation occurred.

Your appeal must meet one of the following criteria:

- Major Medical Issue – an unexpected, significant medical condition prevented attendance.
 - Healthcare provider statement (signed and written on letterhead) that clearly identifies the dates and the situation that prevented you from attending classes. Do not provide copies of bills, appointments, prescriptions, etc.
- College Error
 - College materials documenting the error, or an employee written statement describing the situation.
- Military Call to Active Duty (a late drop may be requested if due to military call-up to active duty)
 - Copy of DD-214
- Other
 - Documentation that supports your request and that the circumstances were unforeseen and beyond your control or choice.

Student Expectations

- The student is responsible for knowing and complying with NHCC policies and procedures including the college drop, withdraw and refund policy. Student error or misunderstanding of the drop and/or withdraw process is not a reason where an exception to policy can be approved.
- The appeal should be submitted before the appeal deadline has passed.
- Requests based on medical issues must have supporting medical documentation written and signed by your health care professional on letterhead. It must clearly identify any dates that correlate with the situation(s) that prevented you from attending classes.

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North Hennepin Community College

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Equal Opportunity Educator and Employer. To receive this information in an alternate format, call 763.493.0555 (voice) or via the Minnesota Relay at 1.800.627.3529.

- Medical appeals are only considered for significant, unanticipated student illness (or with appropriate documentation, direct dependents of the student).

Requests based on the following situations will not be considered:

- Lack of knowledge of drop, refund, withdraw or other college policies.
- Dissatisfaction with faculty, class, or grade.
- Voluntary acceptance of employment or other activity impacting ability to attend class.
- Disregarding course/placement requirements.
- Change in marital or relationship status.
- Did not attend course(s).
- Incarceration or arrest.
- Inability to pay.

If your appeal is denied and you are still within the appeal deadline, you can meet with an advisor to request a second review. To submit, you must have additional documentation to add to your appeal.

If you have any questions, you can call Advising at 763-424-0703 or TRIO at 763-424-0937.

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