

FASTFORWARD Policies Appendix A

Blue Ridge Community College

Appeal for Tuition Refund for a Class Dropped After the Published Last Date for Refund

Name: _____

EMPLID: _____

Address (Street): _____

City: _____

State: _____

Zip: _____

Year: _____

Semester: ☐ Summer ☐ Fall ☐ Spring

List of the courses from which I have withdrawn and for which the grade status is "W":

☐ I understand that Virginia Community College System policy allows Blue Ridge Community College to grant refunds after the published last day for refunds in certain situations (see the attached policy). Because of the situation described below, I am requesting a refund after the published last day for refunds (please use the back of this sheet, if necessary). I have attached supporting documentation.

Please place a check in the box by the reason (definitions are below) that pertains to your appeal:

- ☐ Major medical emergency
- ☐ Extreme financial hardship
- ☐ Death of an immediate family member
- ☐ Administrative error by BRCC personnel
- ☐ Ordered to active duty or mobilized

Student Signature: _____

Date: _____

Definitions

Major medical emergency - An extended illness or major medical emergency occurring during the semester in which you are registered which requires hospitalization, is life-threatening, or is contagious and is a danger to the remainder of the college community.

- Documentation will be by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund
- The physician's letter must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated or hospitalized and must state that the student was physically unable to attend classes during this period of time (which caused the student to miss 20 percent or more of the scheduled instruction).
- A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal.
- Pre-existing conditions are not justifiable.

Extreme financial hardship – involving the sudden, unforeseen loss of an extreme nature. An example of such an extreme hardship would be that caused by the loss of the student's owned home through fire or flood.

Death of a student's immediate family member - with certification. A student's immediate family is defined as father, mother, spouse, sibling, or your child.

Administrative errors by BRCC personnel – The appeal for refund in these instances must be initiated through, and with the concurrence of, the BRCC employee providing you the advice and counsel.

A student ordered to active duty (for reservists) or be mobilized (active military) - as described in Code of Virginia, Section § 23.1-904

Return This Form and supporting documentation to:

Vice President of Finance and Administration Armstrong Hall – Room C108

Vice President of Finance & Administration Action:

☐ Refund Approved ☐ Refund Approval Declined

Vice President of Finance & Administration Signature:

Date:

Original - Admissions & Records Office

Copies to:

- ☐ Requestor
- ☐ VP Finance & Admin.
- ☐ Business Office
- ☐ Financial Aid Revised 12/14/17