

# Tuition Appeal Policy

## **What is the Institutional Refund Policy**

The Institutional Refund Policy for credit courses at RVCC allows a 100% refund of tuition and fees for courses dropped within a specific range of dates governed by the start date of each course. After the end of each 100% refund period, no other refunds will be granted. These dates are posted every semester on the RVCC website, and will vary from semester to semester.

## **Guidelines for Petitions for Exception to the Institutional Refund Policy**

- Students may request an exception to the Institutional Refund Policy due to extenuating circumstances which prohibited completion of course(s) in a given semester.
- Requests must be submitted on the [Tuition Appeal Form](#), with a written personal statement and any essential documentation to support the request (if applicable).
- Students receiving financial aid should speak with a Financial Aid Counselor before submitting the petition as its approval could affect current and future financial aid awards.
- Requests for refunds will NOT be considered for classes in which the student earned a grade (A-F,P/NP).
- The student must officially withdraw or be administratively withdrawn (W,WP,WF,AF) from classes before a petition is submitted.
- Students with circumstances related to academic, institutional, or enrollment issues may complete a Tuition Appeal Form. The petition will be forwarded to the Tuition Appeals Committee which meets bi-weekly.

## **Deadlines for Submitting Petitions for Exception to the Institutional Refund Policy**

**Fall** term petitions must be submitted before April 1st of the following year.

**Spring** term, before September 1st of the same year.

**Summer** term, before November 1st of the same year.

## **Examples of Extenuating Circumstances**

- Illness or injury of a nature that significantly impacted the ability to continue attending class
- Illness or injury of an immediate family member where the student is the primary care giver
- Death of an immediate family member (Spouse/partner, parent, child, grandchild, sibling, grandparent)
- Military deployment/call to active duty
- Required, involuntary employment schedule changes

## **Examples of Unacceptable Extenuating Circumstances**

- Lack of awareness of RVCC's refund policy and/or course drop/withdrawal deadline.
- Choice to attend another institution without notifying RVCC.
- Student received a grade(s) for the course(s) in a request.

## **Examples of Required Documentation**

•Letter from a licensed health care provider written on the provider's letterhead containing the following information:

- The general nature of the medical condition that prevented the student from attending class.
  - The approximate date of onset of the medical condition giving rise to the request, and the dates through which the condition continued.
  - The date on which it is anticipated that the student will be able to resume attending class.
- Copy of death certificate or obituary of immediate family member
  - Copy of military orders
  - Letter from employer in official letterhead verifying involuntary employment changes with specific dates, signed and dated by supervisor.

Petitions presented without supporting documentation may not be accepted. The Tuition Appeals Committee reserves the right to request additional documentation.

**Appeals**

Students who wish to appeal the committee's decision should do so in writing via email to the President