**Major Extenuating Circumstance Appeal**

**Financial Hardship Appeal**

**Appeal for Reduction of Full Cost of Instruction Fees for College Credit Course(s) Based on A MAJOR EXTENUATING CIRCUMSTANCE OR FINANCIAL HARDSHIP**

**DEADLINE TO SUBMIT APPEAL: BY 100% REFUND DATE**

Florida Statute 1009.285 places responsibility for the full cost of credit instruction on the student after the second attempt. The legislation also provides a one-time exemption to the increased fees due to an extenuating circumstance or financial hardship.

**TO THE STUDENT**

1. **READ** the steps to file an appeal below and the guidelines on the reverse side before completing this form to determine your eligibility.

2. **SUBMIT** a personal letter with this completed form describing the situation and the reason(s) for your appeal. Be specific: indicate dates-timed periods and how the circumstances affected your academic performance.

3. **PROVIDE** proof which will support the statement in your letter. Documentation must be submitted with this appeal. **NOTE:** If requesting a Financial Hardship Appeal please print your Financial Aid Award Letter and submit it with the appeal.

4. **COMPLETE** form with signature and date. (See Guideline for Campus Submission Office)

**STUDENT INFORMATION (PRINT)**

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<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle:</th>
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<tr>
<td>MDC Student ID#</td>
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**COURSE(S) INFORMATION**

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Student Signature Date

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I understand that if my appeal is approved, this is my only appeal for the course(s)
Please initial and date here that you agree with the statement above: (Your Initials): ______ Date ________
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**MDC USE ONLY**

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<td>Denied</td>
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<td>Signature</td>
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Guidelines for Submitting an Appeal for Reduction of Full Cost of Instruction Fees for College Credit Course(s) Based on an Extenuating Circumstances or Financial Hardship

Florida Statute 1009.285 places responsibility for the full cost of College Credit Instruction on the student after the second attempt. The legislation also provides a one-time exemption to the increased fees due to a major extenuating circumstance or Financial Hardship. NOTE: If requesting a Financial Hardship Appeal please print your Financial Aid Award Letter and submit it with the appeal.

Examples of major extenuating circumstances to appeal the full cost of instruction fees include:

- Serious illness or injury to the student or immediate family member (which is defined on an individual basis).
- Death of an immediate family member (i.e., parent, spouse, child, etc.)
- Involuntary job change, work schedule change or transfer
- Extended jury duty or the direct involvement of the student in a current legal action (i.e., bankruptcy, divorce, etc.)
- Disability which impacts academic performance
- Involuntary call to active military duty
- Other emergency circumstances or extraordinary situations (i.e., natural disaster)
- Second language barrier

STEPS TO FILE AN APPEAL:

1. Provide a written statement detailing the circumstances which prohibit you from fulfilling the academic requirement of your course(s):
   - Be specific; indicate dates/time periods involved
   - Indicate how these circumstances affected your ability to complete the course(s)

2. Submit proof to support your claims. Examples of documentation include:
   - A written statement signed by a medical or mental health professional describing the dates and services provided or an official record of jury duty or legal action.
   - A written statement on official letterhead signed by a medical or mental health professional, or a credible professional, such as a member of the clergy, of the impact of this illness/emergency on your academic performance.
   - An objective report of the occurrence, such as a police report, divorce documents, insurance damage report for natural disasters, and bill for services related to the emergency, obituary, military orders, court records, etc.
   - A written statement on official letterhead detailing involuntary job or work schedule changes.
   - A written statement/form from the director of the program serving students with disabilities that documents how your circumstance affects learning and academic performance.

3. Complete, sign, and date your request for the appeal.

APPEAL MUST BE SUBMITTED BY THE 100% REFUND DATE

Return your appeal form to the following office at your campus:

North Campus – Advisement & Career Services, Building 1 – Room 1104-13 – (305) 237-1425
Kendall Campus – Retention and Transition Office, Building R – Room R118 – (305) 237-0529
Wolfson Campus – Dean of Students Office, Building 3 – Room 3108 – (305) – (305) 237-3007
Medical Campus – Admissions & Records, Building 1 – Room 1201 – (305) 305-237-4444
Homestead Campus – Admissions & Records, Building A – Room A233 – (305) 237-5046
InterAmerican Campus – New Student Services, Building 1 – Room 1121 – (305) 237-6271
Hialeah Campus – Dean of Students Office – Building 1 – Room 2101-11 – (305) 237-8715
West Campus – Student and Administrative Services, Building 2 – Room 2109 – (305) 237-4917