

**MIAMI DADE COLLEGE
INTERAMERICAN CAMPUS**

APPEAL FOR REDUCTION OF FULL COST OF INSTRUCTION FEES FOR A COLLEGE PREP OR COLLEGE CREDIT COURSE BASED ON A MAJOR EXTENUATING CIRCUMSTANCE

Florida Statutes place responsibility for the full cost of college prep and credit instruction on the student after the second attempt. The legislation also provides for a one-time exemption to the increased fees due to an extenuating circumstance.

TO THE STUDENT:

- **READ** the steps to file an appeal below and the guidelines on the reverse side before completing this form to determine your eligibility.
- **SUBMIT** a personal letter with this completed form describing the situation and the reason(s) for your appeal. Be specific: indicate dates/time periods and how the circumstances affected your academic performance.
- **PROVIDE** proof which will support the statements in your letter. Documentation must be submitted with this appeal.

Name (Print): _____ **MDC Student ID #:** _____
LAST FIRST

Local Address: _____
Street Address City, State Zip Code

Telephone: _____
Daytime Evening Cell Email

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 to the statement above: (Your Initials:) _____ (Today's Date:) _____

Course # 1 Course Abbr/#	Reference #	Term	Grade received in last attempt	Course # 3 Course Abbr/#	Reference #	Term	Grade received in last attempt
Course # 2 Course Abbr/#	Reference #	Term	Grade received in last attempt	Course # 4 Course Abbr/#	Reference #	Term	Grade received in last attempt

STUDENT SIGNATURE	DATE
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Committee Action

Approved: _____

Denied: _____

_____ _____ _____
MDC Personnel Signature Date

**Guidelines for Submitting an Appeal For
Reduction of Full Cost of Instruction Fees for College Prep and College Credit Course
based on an Extenuating Circumstance**

Florida Statutes place responsibility for the full cost of College Prep and College Credit instruction on the student after the second attempt. The legislation also provides for a one-time exemption to the increased fees due to a major extenuating circumstance.

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

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

STEPS TO FILE APPEAL:

1. Provide a written statement detailing the circumstances which prohibited you from fulfilling the academic requirements 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 claim. Examples of documentation include:
 - A written statement signed by a medical or mental health professional describing the dates and services provided or 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 reports for natural disasters, 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 documenting second language barrier by respective College Prep Department.
 - 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.
4. Submit completed request to Room 1121, Student Retention and Transition Services Department.