

**MIAMI DADE COLLEGE  
KENDALL CAMPUS  
STUDENT SERVICES APPEAL COMMITTEE**

**APPEAL FOR REDUCTION OF FULL COST OF INSTRUCTION FEES  
FOR A COLLEGE PREP OR COLLEGE CREDIT COURSE BASED ON **FINANCIAL HARDSHIP****

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 exception to the increased fees due to financial hardship for college prep and credit courses.

Financial hardships are restricted to those instances where the student:

- (1) **Qualifies for need-based financial aid (Federal, State, or MDC); and**
- (2) **Median family income is less than \$41,700**

**Name (Print):** \_\_\_\_\_ **MDC Student ID #:** \_\_\_\_\_  
Last First

**Local Address:** \_\_\_\_\_  
Street Address City, State Zip Code

**Telephone:** ( ) ( ) ( ) ( )  
Daytime Evening Cellular Other

**STEPS TO FILE APPEAL:**

1. Check at least one of the financial aid need-based programs below to be eligible. (A grade of "P" is required in the most recent attempt to be eligible).
2. 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).
3. Submit proof to support your claim.
  - Indicate how these circumstances affected your ability to complete the course(s).
4. Complete, sign, and date your request for Appeal Committee Action.
5. Attach current Degree Audit Report or academic transcript.
6. Attach a copy of your class schedule for the current term (if registered).
7. Submit completed request to Room 3166, Student Retention and Transition Services Department.

**(CHECK ONE)**

<p><b><u>Federal</u></b></p> <p><input type="checkbox"/> College Work Study (CWS)</p> <p><input type="checkbox"/> America Reads Program (CWR)</p> <p><input type="checkbox"/> Community Service (CWK)</p> <p><input type="checkbox"/> Pell Grant (GBG)</p> <p><input type="checkbox"/> Supplemental Educational Opportunity Grant (GEG)</p> <p><input type="checkbox"/> Nursing Scholarship (GNS)</p> <p><input type="checkbox"/> Stafford Loan (LGS)</p> <p><input type="checkbox"/> Perkins Loan (LND)</p>	<p><b><u>NEED-BASED FINANCIAL AID PROGRAMS</u></b></p> <p><b><u>State</u></b></p> <p><input type="checkbox"/> Florida Work Experience Program (CWF)</p> <p><input type="checkbox"/> Rosewood Scholarship (GRF)</p> <p><input type="checkbox"/> Florida Student Assistance Grant (GFG)</p> <p><input type="checkbox"/> Jose Marti Scholarship (GJM)</p>	<p><b><u>MDC</u></b></p> <p><input type="checkbox"/> Need Scholarship (GNE)</p> <p><input type="checkbox"/> Middle Income Grant (GMC)</p> <p><input type="checkbox"/> HS Achievement Need-Based (GHN)</p> <p><b>Term</b> _____</p>
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**COURSE(S) FOR WHICH APPEAL IS FILED:**

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Committee's Action**

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

\_\_\_\_\_  
MDC Personnel's Signature

\_\_\_\_\_  
Date

**Guidelines for Submitting an Appeal For  
Reduction of Full Cost of Instruction Fees for College Prep and College Credit Courses Based on Financial Hardship**

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 one-time exception to the increased fees due to a major extenuating circumstance for College Prep and College Credit courses.

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 Appeal Committee Action.
4. Attach current degree audit or academic transcript.
5. Attach a copy of your course schedule for the current term (if registered).
6. Submit completed request to Room 3166, Student Retention and Transition Services Department.