



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

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 exception to the increased fees due to a major extenuating circumstance.

Read and follow the instructions on the back of this form to determine your eligibility for a fee reduction.

STUDENT INFORMATION (PRINT)					
Last name:		First name:		Middle initial:	
MDID:		Email:			
COURSE(S) INFORMATION (PRINT)					
Course Abbr.	Class Number	Term	Course Abbr.	Class Number	Term
Course Abbr.	Class Number	Term	Course Abbr.	Class Number	Term
Course Abbr.	Class Number	Term	Course Abbr.	Class Number	Term
Student Signature			Date:		
<i>I understand that if my appeal is approved, this is the only appeal for the course(s) that I can receive.</i>					
Please initial and date here that you have read the statement above. (Your initials): _____ Date: _____					
APPEAL MUST BE SUBMITTED BY THE 100% REFUND DATE					
Return your appeal form to the following office at your Campus:					
Campus	Department		Location / Contact		
North	Advisement & Career Services		Building 1 – Room 1104-13 – (305) 237-1425		
Kendall	Retention and Transition Office		Building R – Room R118 – (305) 237-0529		
Wolfson	Dean of Students Office		Room 3108 – (305) – (305) 237-3007		
Medical	Admissions & Records		Building 1 – Room 1201 – (305) 237-4444		
Homestead	Advisement & Career Services		Building A – Room A233 – (305) 237-5046		
InterAmerican	New Student Services		Building 1 – Room 1121 – (305) 237-6271		
Hialeah	Dean of Students Office		Building 1 – Room 2101-11 – (305) 237-8715		
West	Student and Administrative Services		Building 2 – Room 2109 – (305) 237-4917		
Meek Entrepreneurial Education Center	Student Services		Room 1101 – (305) 237-1900		
FOR MDC OFFICE USE ONLY					
Approved _____	MDC Employee Name & Signature			Date	
Denied _____	MDC Employee Name & Signature			Date	

INSTRUCTIONS FOR THE STUDENT

1. **READ** the following guidelines and follow these steps to determine your eligibility for a fee reduction before completing this Appeal. Examples of extenuating circumstances for 3rd attempt fee reduction appeals include:
 - a. College Change: A letter from the appropriate college official documenting the situation in which the College initiated an action that caused you to withdraw from your course(s).
 - b. Death of an immediate family member
 - c. Disability that impacts academic performance
 - d. Extended jury trial or direct involvement of the student in a current legal action (i.e. bankruptcy, divorce, etc.)
 - e. Involuntary call to active military duty
 - f. Involuntary job change, work schedule change or transfer
 - g. Serious illness / injury to the student or immediate family member
 - h. Other emergency circumstances or extraordinary situations (i.e. natural disaster)

Proof of the stated relationship (usually birth or marriage certificate) must be provided if you are submitting supporting documentation pertaining to an immediate family member.

NOTE: The following circumstances are not considered extraordinary and extenuating, and are not eligible for fee reductions: incarceration; transportation issues; issues involving course content; issues involving method of instruction; issues involving a lack of understanding of the College's withdrawal / refund policy, or the instructor's attendance / withdrawal / academic honesty policy.

2. **COMPLETE** this *Appeal Form*.
3. **TYPE AND SIGN** a personal statement describing the situation and the reason(s) why you are requesting a fee reduction. Be specific: indicate dates/time periods, names of individuals you spoke with and their Department(s), and how your circumstances prohibited you from fulfilling the academic requirements of the course during your first two attempts. **You must include this in your Appeal package.**
4. **ATTACH**
 - a. an approved copy of your **SMART Action Plan** detailing your strategy for passing the course this time, AND
 - b. a current Academic Requirements Report (Degree Audit) or unofficial transcript, AND
 - c. a copy of your course schedule, reflecting registration for the course at an MDC Campus for the current term, AND
 - d. at least one of the following required and relevant supporting documents:
 - A written statement on letterhead signed by a medical or mental health professional indicating the dates of any services provided and the impact of this illness / emergency on your academic performance. If pregnancy or birth of a child, copy of birth certificate and/or letter from physician must be provided.
 - An official report of the occurrence such as a police report, divorce documents, insurance damage reports of natural disasters, bills for services related to the emergency, court records.
 - Copies of the deceased's obituary, death certificate, official record or written statement signed by a credible professional or clergy as well as proof of your relation to that individual.
 - A written statement on official letterhead indicating involuntary work schedule change or transfer. Must state the date the change took place and the working hours before and after the change.
 - A written statement/form from the coordinator of the program servicing students with disabilities which affect learning and academic performance.

Proof of the stated relationship (usually birth or marriage certificate) must be provided if you are submitting supporting documentation pertaining to an immediate family member.

5. **COPY** the completed *Appeal Form* and documentation for your own records.
6. **SUBMIT** your original, completed Appeal packet to the Dean of Students' Office by the 100% Refund date.