



Appeal for Reduction of Full Cost of Instruction Fees for College Credit Course(s) Based on 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 exception to the increased fees due to financial hardship. Financial hardships are restricted to those instances where the student qualifies for need-based Financial Aid (Federal, State or MDC).

Read and follow the instructions on the back of this form to determine your eligibility for a fee reduction. You must be receiving at least one of the Financial Aid need-based programs listed below to be eligible to file this Petition.

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

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>	
<i>Please initial and date here that you have read the statement above. (Your initials): _____ Date: _____</i>	

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 to determine your eligibility before completing the **Appeal Form**. You must be receiving at least one of the Financial Aid need-based programs listed below to be eligible to file this Appeal.
2. ✓ each of the Financial Aid categories that are currently providing aid to you.

Federal Programs

_____ College Work Study
_____ America Reads Program
_____ Community Services
_____ Pell Grant
_____ Supplemental Educational
Opportunity Grant
_____ Nursing Scholarship
_____ Stafford Loan
_____ Perkins Loan

State Programs

_____ Florida Work Experience Program
_____ Rosewood Scholarship
_____ Florida Student Asst. Grant
_____ Jose Marti Scholarship
_____ Other (name here)

MDC Programs

_____ Need Scholarship
_____ Middle Income Grant
_____ HS Achievement
_____ Need-Based Scholarship

3. **COMPLETE** this **Appeal Form**.
4. **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 financial circumstances prohibited you from fulfilling the academic requirements of the course during your first two attempts. **You must include this in your Appeal package.**
5. **ATTACH** at least one of the following required and relevant supporting documents with your Petition to provide written proof to support your claim of financial hardship for this Petition.
 - a. Bank statements
 - b. Bankruptcy documents
 - c. Eviction notice
 - d. Foreclosure documents
 - e. Notice of termination from work
 - f. Unemployment benefits' documents
6. **ATTACH** all of the following:
 - a. a copy of your Student Aid Report indicating your EFC / FAFSA / Financial Aid Award letter for the term you are registered to take the course; it must reflect an award amount. You can access and print your awards letter online at <http://www.mdc.edu/main/financialaid/>. Click on "My Awards", AND
 - b. an approved copy of your **SMART Action Plan** detailing your strategy for passing the course this time, AND
 - c. a current Academic Requirements Report (Degree Audit) or unofficial transcript, AND
 - d. a copy of your course schedule, reflecting registration for the course at an MDC Campus for the current term.
7. **COPY** your **Appeal Form** and documentation to keep for your records.
8. **SUBMIT** your original, completed Appeal packet to the Dean of Students' Office by the 100% Refund date.