

Tuition Liability Appeal Sub-Committee Form

Please Print Clearly:

Name:		Date:
Social Security# or Student I.D. #:	Semester and Session in Dispute:	
Address:		Apt#:
City, State:		Zip Code:
Telephone:	Alternate Phone:	

Below, please explain the basis of your appeal. If more space is needed, attach additional sheets. ATTACH copies of all supporting documentation, statements, or letters with this appeal form.

Note: By Signing below I certify that the above, and any information written or documents submitted is both accurate and true to the best of my knowledge and I have read and understand the guidelines on the back of this form. I understand that this form is for students who are disputing tuition charges ONLY and the decision of the Tuition Liability Appeal Committee is **FINAL** and not subject to appeal.

Student's Signature

Date of Submission:

Office Use Only: Bursar Staff Signature:

Date:

The Bursar's Office is not currently open. Please email us your tuition liability form to bursar@lagcc.cuny.edu



DARE TO DO MORE

Academic Standing Tuition Liability Appeals Sub-Committee

Tuition Liability Appeal Guidelines

A student who can document that extenuating life circumstances adversely affected his or her ability to pay tuition for a specific semester or term can file a tuition liability appeal with the Office of the Bursar. The completed appeal form, along with the appropriate documentation, must be submitted to the Bursar's Office in room C-110. If **no supporting documents are provided, your appeal will NOT be reviewed.**

Tuition appeals will NOT be approved in the following instances:

- Lack of knowledge or misinterpretation of University policies and procedures as published in the College catalog and on the website.
- Dissatisfaction with course content or delivery of instruction (Complaints of this nature should be addressed to the department chairperson).
- Dissatisfaction with academic progress in course.
- Appeals of non-refundable fees.
- Non-attendance or minimal attendance of class.
- Acceptance to another college, university, trade school, certificate or non-certificate program.
- Loss of financial aid or scholarships.
- Non-receipt of mail due to obsolete address on file with the Registrar and Student Financial Services.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary acceptance of employment or other activity impacting ability to attend class.

Appeals may be based on the following extenuating/unforeseen circumstances:

- Death of an immediate family member
- Medical reasons which prevented you from attending class and/or completing the requirement of the course (**Before filing an appeal, please refer to the MLA policy in the college's catalog, online catalog, or by visiting the Health Services Office located in MB-40.**)
- Military duty/training
- Change in employment beyond student's control (i.e., Laid-off, store closing, etc.)
- Other extenuating /unforeseen circumstances

Checklist:

I did not receive WU grades for the semester I am appealing.
I met one or more of the above reasons.
I submitted all supporting documentation.
Financial Aid did not cover the full cost of my tuition for the semester I am appealing.

If you did not check all of the above-STOP! You are NOT eligible for a Tuition Liability Appeal.

Note: The College does not guarantee the approval of documented appeals.

I have read the University tuition refund/liability and fees policies and am still eligible to file for a Tuition Liability Appeal.

Student Initials:

Date: