REFUND APPEAL FORM
Hagerstown Community College
c/o Office of Admissions and Registration
11400 Robinwood Drive
Hagerstown MD 21742
Phone (301)790-2800 ext. 238 Fax (301)791-9165

Student ID Number:

Student Name: _____ _____

Semester of Appeal: □ Fall _____ □ Spring _____ □ Summer _____
Year Year Year

Classes: _____

HCC's Refund Policy grants a refund of paid tuition and fees (except registration fee) when a student officially drops a class (or classes) prior to the refund deadline of the class. It is the student's responsibility to submit an official class drop to the College's Admissions, Records & Registration Office prior to the refund deadline in order to receive a refund. **The complete refund policy is found in the HCC Catalog under "Refunds and Withdrawals."**

After the refund deadline, appeals of the policy must be made by using this form and submitted to the above address. Supporting documentation must be included where indicated and may be requested on any appeals. No appeals will be accepted if the student's tuition balance has been sent to the State of Maryland's Central Collection Unit (CCU).

Complete this form, check the appropriate box , and provide a written statement and documentation for the basis of your appeal.

□ **Military Duty:** Any currently enrolled student who is called for military duty shall, at their request, be dropped from all uncompleted courses without grade and be granted a refund of all tuition and fees paid upon presentation of a copy of military orders.

□ **Illness/Injury:** Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Supporting medical documentation from the physician or hospital is required.

□ **Bereavement:** Provide an explanation noting your relationship to the deceased and how the occurrence specifically affected your ability to complete courses. Supporting documentation is required (i.e. an obituary, funeral notice, etc.).

□ **Personal:** Provide a detailed explanation noting the circumstance and how the occurrence affected your ability to complete courses. Supporting documentation is required (i.e. legal documents, police reports, etc.).

□ **Course Related Issue:** If your appeal is based on issues directly related to the course, you are encouraged to first discuss these issues with the instructor and the appropriate academic director or chairperson. In an appeal, provide a detailed explanation of the situation and include any relevant documentation.

□ **Other:** Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Include any relevant documentation.

The Director of Admissions, Records, and Registration will respond in writing to your appeal.