



Registration Appeal Form

BEFORE MAKING ANY CHANGES TO YOUR REGISTRATION SCHEDULE, STUDENTS WHO RECEIVE ANY FINANCIAL AID (PELL, GRANTS, LOANS, SCHOLARSHIPS), SHOULD CONTACT THE FINANCIAL AID OFFICE AT 240-500-2473 or finaid@hagerstowncc.edu

Appeals are expected to be received within two weeks after the semester of your appeal. It is not customary for appeals to be granted after that time especially if financial aid is received. Please read HCC's appeal policy before submitting an appeal. HCC's complete appeal policy is found in our college catalog (<http://catalog.hagerstowncc.edu/>) under the section "Paying for College." Students will receive a response in writing from the Registrar regarding the outcome of your appeal. Appeals will be reviewed on a monthly basis and should be submitted prior to the 15th of each month for consideration for that month.

Student Name _____ HCC ID Number _____

Phone Number _____ Student email _____@student.hagerstowncc.edu

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

1. List all Courses for appeal review (Course #'s required) _____

2. What type of appeal are you seeking?
Students who are requesting an appeal based on course related issues must first meet with the instructor and division director before submitting an appeal form. Instructor or division director approval must be attached to your appeal form. Students seeking a grade change should consult the Student Grade Appeal process outlined in the Student Handbook.

- Late drop** – You are requesting to drop your courses without any grades appearing on your transcript. *You are still responsible for tuition for the courses including any balance after financial aid adjustments.*
- Late withdrawal** – You are requesting to withdraw from your courses. A grade of W will appear on your transcript. *You are still responsible for the tuition for the courses including any balance after financial aid adjustments.*

For each course you are requesting a late withdrawal it is recommended that the instructor sign below:

- Refund appeal** – You are requesting a refund and to be dropped from **ALL** courses listed in #1 above. Any non-financial aid payment that you have already made will be refunded to you, any balances resulting from these courses (tuition and fees) will be removed from your account, and your financial aid will be adjusted accordingly. You will only be responsible for payment of the non-refundable registration fee and any accrued charges such as campus store charges. *Refunds are generally not awarded if the student's tuition balance has been sent to the State of Maryland's Central Collection Unit (CCU); these cases will be reviewed by the Dean of Students.*

3. Do you receive any of the following benefits? (This information has no bearing on decision but required to review each account)

Financial Aid Veterans Benefits JTSR Benefits

4. Indicate the reason below for your appeal. On a separate sheet of paper or email, you are required to provide a detailed written statement explaining the circumstances of your appeal. This statement should be typed and should include how these circumstances specifically affected your ability to complete your courses. Include any relevant documentation that may support your appeal. Appeals will not be considered without a written statement from the student requesting the 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 & fees paid with presentation 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 (e.g. an obituary, funeral notice, certificate of death, etc.).
- Other** – These appeals require highly extenuating circumstances that were outside of the students’ control. Be thorough in explaining in your statement.

5. Submit your appeal and supporting documentation to the Office of Records:

By mail 11400 Robinwood Drive, Hagerstown, MD 21742
Fax 301-791-9165
Email records@hagerstowncc.edu
In person Administration and Student Affairs Building, Room 403

6. The Refund Appeal Committee meets once a month. For full consideration each month, please submit your appeal with documentation by the 15th. You will be notified of the committee’s decision in writing within a week after the committee meets. If you disagree with the decision, you can appeal it in writing to the Dean of Students by completing a student assistance form found at this link: <http://www.hagerstowncc.edu/faculty-staff/incident-reports/student-report-forms>

7. **Student Signature** _____ **Date** _____

Hagerstown Community College only grants registration appeals under extraordinary circumstances. It is the student’s responsibility to drop his or her courses prior to the established deadline. After the published deadline, appeals to the policy must be made by using this form and submitting it to the Office of Records as indicated above. A written statement of explanation and supporting documentation must be included. Refunds are generally not granted if the student’s tuition balance has been sent to the State of Maryland’s Central Collection Unit (CCU). Appeals for students in collections will go to the Dean of Students and will require a minimum of 30-45 days to review.