

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

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 and appeals must include documentation to verify the student's claim.**

- 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 Registration Appeals Committee meets at the end of each 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 two weeks 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 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 their 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 awarded if the student's tuition balance has been turned over to a collection agency; these cases will be reviewed by the Dean of Students. This will require a minimum of 30-45 days to review.