



Student Success Starts Here  
**Tuition Appeals Policy**

Tuition Appeals are for students who are requesting a refund, credit or balance waiver of their tuition charges due to **Attendance Related** issues or **Extenuating Circumstances** that occurred during a given semester/session. Appeals must be received **within one year** of the start of the semester/session of the course (s) offered. Appeals submitted after the deadline or without supporting documentation showing an inability to attend will not be reviewed. All grades received and recorded on the student's transcripts will not be affected by this process and will remain as part of the student's academic record.

All Tuition Appeal Forms must be submitted with a typed explanation of the circumstances that prevented the student from completing the course (s) for the term in question and be accompanied with supporting documentation if applicable. Appeals are reviewed by the Tuition Appeal Committee. If an appeal is approved, the college will either provide a Cost of Attendance Voucher or make adjustment to the student's account for the amount determined by the Appeal Committee. If the student is issued a voucher, the student must use the voucher **within one year** of its issuance.

**Please consider the following before you submit an appeal:**

- Completing the appeal process does not guarantee an adjustment or an approval for a Cost of Attendance Voucher.
  - Students are only allowed to submit an Attendance Related Tuition Appeal **one time**. Any future appeals of this nature will not be considered.
  - It is the student's responsibility to drop/withdraw from courses within the specified deadline. The Appeals Committee reviews adjustments of tuition appeals only.
  - Financial Aid recipients should be aware that if a Tuition Appeal is processed, Financial Aid may be impacted and the student may potentially owe MCC money. It is strongly suggested you meet with a Financial Aid Representative before you file a Tuition Appeal.
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Once the Tuition Appeal Committee has reached a decision, the student will be sent a letter or email stating the decision and action to be taken next by the college or the student.

- ✓ If the Tuition Appeal is **"Approved"**, the student's account will be adjusted accordingly.
- ✓ If the Tuition Appeal is **"Approved with conditions"**, the letter will outline which conditions the student needs to meet before the approval is processed.
- ✓ If the Tuition Appeal is **"Denied"**, the student can request for the Tuition Appeal to be reconsidered by the committee if the student can supply **additional** documentation to support the circumstances.
- ❖ Tuition appeal forms are available at the Student Accounts Office and online at:  
<https://www.middlesex.mass.edu/studentaccounts/>



## Attendance Related Tuition Appeal

Appeals must be received **within one year** of the start of the semester/session in which the course was offered. Appeals submitted after the deadline or without a written statement showing an inability to complete the semester/session will not be reviewed. Students are only allowed to submit an Attendance Related Tuition Appeal **one time**. Any future appeals of this nature will not be considered.

**Before you decide to submit this appeal you should consider the following:**

- The Student Accounts Office will make adjustment based on the information reported by the Instructor (s) regarding the student’s participation during the adjustment period of a given semester/session.
- Adjustment will not be made if the student participated **beyond the adjustment period**, unless there were extenuating circumstances. (See Tuition Appeal for Extenuating Circumstances)
- Please note that it is the student’s responsibility to drop/withdraw from classes prior to the beginning of the semester or during the adjustment/refund period.

**When completing this appeal form please make sure to:**

- Fill in all information requested on this form.
- Include a typed explanation of the circumstances that prevented you from completing the course(s)
- Return the completed and signed form and typed explanation to the Student Accounts Office:

In person - Bedford, Enrollment Center (Building 9) – Room 224 or Lowell Cowan Center (Third Floor) – Room 317, fax to 781-275-7126, or email at [studentaccounts@middlesex.mass.edu](mailto:studentaccounts@middlesex.mass.edu)

Student Name (Please Print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Year: \_\_\_\_\_ Term:    Fall    WinterSession    Spring    Summer

	Course Number	Section Number	Course Title	Instructor Name
Course 1:				
Course 2:				
Course 3:				
Course 4:				
Course 5:				
Course 6:				

*By signing below, I acknowledge that I have read and understand the Tuition Appeal policy*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date