



Student Success Starts Here

## Tuition Appeal for Extenuating Circumstances

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 supporting documentation showing an inability to complete the semester/session will not be reviewed. The Tuition Appeals Committee will consider requests for adjustments to tuition charges when a student can document extenuating circumstances, included but not limited to: Illness, death, military deployment, change in employment, verifiable MCC error, other.

### 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) and any relevant supporting documentation.
- Return the completed and signed form, typed explanation and supporting documentation 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