

Tuition Credit Appeal Process

If a student believes there are **extenuating circumstances** that would justify an exception to the refund policy, that student may appeal to the Tuition Credit Appeal Committee in the following manner.

- All appeals are required to be received by the Tuition Credit Appeal Committee no later than **(60)** days from the start of the term in which the course was offered. There are no exceptions to this rule.
- All requests must be submitted in writing to the Tuition Credit Appeal Committee and must include supporting documentation; (e.g. copies of registration form, drop/add forms, medical verification) and the **Tuition Credit Appeal Committee Form**.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made “on behalf of” a student will not be reviewed.
- The Tuition Credit Appeal Committee does not, under any circumstances, take phone calls.
- All committee decisions are final.

Criteria for Appeal

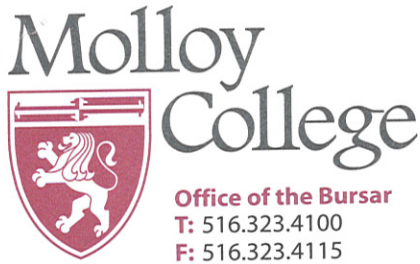
A. Personal Emergencies:

- Death of the student or death in the student's immediate family (parent, sibling, offspring, spouse). Next of kin may file an appeal for a deceased student.
- Medical incapacitation.

B. Administrative errors

C. Military Duty - orders must accompany appeal

***** All appeals **MUST** be submitted in writing. *****



1000 Hempstead Ave., PO Box 1110, Rockville Centre, NY 11571-1110
www.molloy.edu

Tuition Credit Appeal Committee Form

Name _____ Student ID# _____

Address _____

City _____ State _____ Zip _____

Reason for Appeal:

- Death**
 - Student
 - Immediate family member
- Medical Incapacitation**
- Military Duty**

Please include a letter describing the reason for your appeal, as well as any supporting documentation, with this form.

Appeals received without proper documentation and written tuition credit appeal letter will be returned. Those received after the deadline (more than 60 days from the start of the term in which the course was offered) will not be reviewed.

The Tuition Credit Appeal Committee does NOT, under any circumstances, take phone calls or schedule appointments. All appeals must be submitted in writing to:

Molloy College
Tuition Credit Appeal Committee
1000 Hempstead Avenue
P O Box 1110
Rockville Centre, NY 11571-1110

To the best of my knowledge, all of the information on the form and attachment(s) is complete and accurate.

Student Signature

Date