



## Tuition Credit Appeal Process

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

- All appeals are required to be received by the end of the semester following the term in which the course was offered.
- 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**.
- Incomplete appeal requests will not be reviewed.
- Appeals must be submitted by the student only. Appeals made “on behalf of” a student will not be reviewed.
- The Tuition Credit Appeal Committee does not take phone calls or schedule appointments with students.
- All Committee decisions are final.
- If appeal is approved, any credits to the student account are not refundable. The credit will remain on the account for one year to be used toward subsequent charges. If not utilized after five years, the credit will be forfeited.

### **Criteria for Appeal**

- Personal Emergencies including medical incapacitation, death in the student’s immediate family (parent, sibling, offspring, spouse), death of student. Next of kin may file and appeal for a deceased student.
- Military Duty – orders must accompany appeal.

**ALL APPEALS MUST BE SUBMITTED IN WRITING**

Form Updated 5/17/2023



# MOLLOY UNIVERSITY

## Tuition Credit Appeal Committee Application

Print Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Reason for Appeal:

- Medical Incapacitation
- Death
  - Student \_\_\_\_\_
  - Immediate family member \_\_\_\_\_
- Military Duty

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

Incomplete Appeals will not be reviewed. Appeals received after the deadline will not be reviewed.

The Tuition Credit Appeal Committee does NOT take phone calls or schedule appointments with students. All appeals must be submitted in writing to:

Molloy University  
Tuition Credit Appeal Committee  
1000 Hempstead Avenue  
Rockville Centre, NY 11571

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

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

\_\_\_\_\_  
Date