



**Tuition Refund Appeal Rules:**

1. A student may drop classes and be entitled to a refund of tuition and lab fees paid or a removal of assessed tuition charges and lab fees during published refund period dates. After these dates, a tuition refund appeal will only be considered for the following circumstances:
  - Death of an immediate family member
  - Extended illness or critical injury of student or immediate family member
  - Institutional error
2. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of the military orders must be submitted to the Office of Enrollment Services.
3. Appeals based on lack of awareness of the College's refund policy will not be reviewed.
4. The tuition refund appeal process cannot be used for instructional complaints. A student should contact his or her instructor or the appropriate division chair regarding these issues.
5. A student should officially withdraw from classes before submitting an appeal.
6. Tuition refund appeals must be submitted to the Vice President of Student Services Office using the designated form, with supporting documentation attached. A checklist is provided below to assist in this process. Incomplete appeals will automatically be denied.
7. Appeals must be received no later than the last day of the semester immediately following the semester for which charges are being appealed.
8. A written notification stating the outcome of the appeal will be mailed to the student's home address within 30 days of submission.
9. All tuition refund appeal decisions are FINAL and no further appeal is possible.
10. All information will be treated confidentially in accordance with applicable privacy laws.

**Attention Financial Aid Recipients!**

Check with the Student Financial Services Office before submitting a ***Tuition Refund Appeal***. It may not be in your best interest to file an appeal. If you received a refund check and/or obtained books using financial aid for the semester, that money may have to be returned to the College before classes can be dropped.

**Tuition Refund Appeal Checklist:**

- Familiarize yourself with relevant Jefferson College rules, procedures, and deadlines as outlined in the *Class Schedule*, *General Catalog*, and on the *College website*, [www.jeffco.edu](http://www.jeffco.edu).
- Officially withdraw from classes if still within the withdrawal period.
- Complete the ***Tuition Refund Appeal*** form.
- Attach a brief letter explaining your reason for the appeal. This letter is required for all appeals.
- Attach supporting documentation for appeals related to death, illness, or injury (i.e., death certificate, obituary notice, physician's statement, or hospitalization records).
- Submit the ***Tuition Refund Appeal*** form and documentation to the Vice President of Student Services, SC205, on the Hillsboro campus. Requests can be mailed to the Vice President of Student Services, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.