

**Return Completed Form To:**

Mail: Waubonsee Community College
Registration and Records
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454

Fax : (630) 466-4964

STUDENT ACCOUNT APPEAL

STUDENT INFORMATION:

Name _____ X-Number _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

SEMESTER: (check term and fill in year) ☐ FALL ☐ SPRING ☐ SUMMER Year _____

Please complete the box that applies to your appeal, including all requested information. Complete only one box.

I. COURSE APPEAL – TUITION & COURSE FEES (Choose One):

- ☐ Credit
☐ Non Credit (i.e. Community Education, Workforce Development)
☐ High School Summer Program

- Appeals must be received within 30 days of the end of the semester you are appealing. Students will be allowed one appeal per course per semester.
- Appeals must be based on circumstances which prevented you from attending class. **Attach supporting documents including dates** (i.e. doctor's note).
- If requesting a refund for withdrawal due to active military service, a copy of the military orders must be attached.

LIST COURSES WHICH SPECIFICALLY RELATE TO THIS REQUEST:

CRN or Ticket Number	Course Name

ARE YOU RECEIVING FINANCIAL AID?☐ YES☐ NO

Note: If you are receiving financial aid and have withdrawn or will be withdrawing from all classes, you may be required to pay back part or all of the financial aid disbursed for the semester. Please check with the Financial Aid office to discuss your best course of action.

II. FEE APPEAL (i.e. Parking, Library, Book Rental, etc.):

LIST FEES WHICH SPECIFICALLY RELATE TO THIS REQUEST:

Date	Amount	Description (i.e. Ticket Number, etc.)

Complete Back Side

REQUEST AND SUPPORTING EXPLANATION:

I understand that this request will be reviewed by the Appeal Committee and that the committee's **decision is final**.

Student Signature _____ Date _____

For Office Use Only

Date	Status	Initials		Date	Status	Initials
	Appeal Rec'd/Logged				Processed on Computer	
	Ready to Review				Letter Sent	
	Reviewed by Committee				Comment Screen Done	
APPEAL COMMITTEE						
<input type="checkbox"/> Approved <input type="checkbox"/> Denied						
Reasons:						

2/23/2016 (201620)