

B-S-ID
REFUND APPEALS_ RG
BCC ID # _____



BUTLER COMMUNITY COLLEGE
APPEAL FOR TUITION REFUND
SEMESTER: _____

STUDENT NAME: _____ SSN: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

See back of this form for instructions and regulations pertaining to this appeal form.

COURSE(S) APPEALED:

(1) Course Number: _____ Credit Hours: _____

Course Title: _____ Instructor: _____

(2) Course Number: _____ Credit Hours: _____

Course Title: _____ Instructor: _____

(3) Course Number: _____ Credit Hours: _____

Course Title: _____ Instructor: _____

(4) Course Number: _____ Credit Hours: _____

Course Title: _____ Instructor: _____

REASON FOR APPEAL (see back of this form for examples of acceptable/ unacceptable reasons):

Copy and attach appropriate documentation supporting reason for appeal. **Appeals without proper documentation will not be considered.**

DATE SUBMITTED: _____ STUDENT SIGNATURE: _____

APPEALS COMMITTEE ROUTING:			Registrar's office use:	
	Approve	Deny	Initials	
Accounts Receivable	_____	_____	_____	Approved _____ Denied _____
Advising	_____	_____	_____	Processed on _____
Registrar	_____	_____	_____	By: _____

REFUND APPEAL PROCEDURES

- ❖ After you have visited with an advisor and it has been determined that a situation exists where a refund may be appropriate, fill out this form completely and attach documentation according to the following guidelines.
- ❖ Appeals will be considered in situations beyond the student's control. Reasons such as job changes, spouse's job change, babysitter problems, course load too heavy, course different than expected, car problems, etc. are not considered legitimate reasons for requesting a refund. Appeals will be accepted for the current semester **ONLY**. Appeals will not be accepted after the published last day to withdraw from regular semester classes (refer to the Important Registration Dates document under the student Quick Clicks within pipeline, on the Butler Home page under "General Quick Clicks" for dates.) Students must be withdrawn from class(s) before appeal will be considered.
- ❖ Complete the form and return it with the proper documentation to the Registrar's Office, 901 S. Haverhill Road, El Dorado, KS 67042 for processing. Incomplete forms or those without documentation attached will not be considered and will be returned to the student requesting the refund for completion.
- ❖ Ruling on appeal will be determined by a team consisting of Registrar, Director of Counseling/Advising, Accounts Receivable Manager, and Director of Financial Aid where applicable. If the appeal concerns instructor or classroom issues, the dean of the appropriate department will be asked for input. Concerns regarding technical difficulties with on-line courses will be forwarded on to the Director of Instructional Technology for input.
- ❖ Written notifications will be sent to students by the Registrar's Office as to the action taken by the committee.
- ❖ If you have any questions regarding the appeal process or the status of your appeal, you may contact the Registrar's Office at 322-3268 (or 733-3268 from the Wichita area.)