



Tuition Refund Appeals Form

Flathead Valley Community College (FVCC) allows each student **one tuition refund appeal** during their academic career. Appeals are limited strictly to **tuition** and will not be considered if **financial aid or other funding** has already paid the tuition in full.

Appeals do **not apply** to non-tuition-related fees, including but not limited to:

- Student fees
- Non-refundable lab or course fees
- Bookstore charges
- Student Housing

How to Submit an Appeal

Students must complete the required appeal form and submit it using one of the following methods:

- **Email:** Student-Billing-Appeals@fvcc.edu
- **In Person:** Business Services Office, Blake Hall Room 122
- **Fax:** (406) 756-3815
- **Mail:** FVCC Business Services Office
777 Grandview Drive
Kalispell, MT 59901

Criteria for Consideration

Appeals may be reviewed if the student was unable to complete registered coursework during the current semester due to **extenuating circumstances beyond their control**. These circumstances must have significantly impacted the student's ability to:

1. **Attend class for a substantial period** (typically more than 20–25% of scheduled class time, or 2–3 weeks), making it improbable to recover through instructor support or accommodations.
2. **Complete essential course requirements**, including exams, major assignments, group work, labs, or other critical academic components.
3. **Follow standard withdrawal or refund procedures**, due to the unforeseen or serious nature of the event.

Examples of Extenuating Circumstances That May Qualify

- **Death of an Immediate Family Member**
(Spouse, parent, grandparent, sibling, child, dependent, or same relatives of the student's spouse)

- Required documentation: Dated obituary, funeral notice with the student's name, or a death certificate.
- **Involuntary, Unforeseen Employment Changes** for employment changes beyond your control, you must submit a signed letter from your employer on company letterhead that specifically states the dates and times of the employment changes
 - Required documentation: Employer's signed letter on company letterhead detailing dates and nature of changes.
- **Severe Medical Illness or Injury** (Student or immediate family member) for a severe medical illness or serious injury involving yourself or an immediate family member, you must submit a signed doctor's statement on letterhead that specifies the date(s) medical condition began and/or worsened and whether, in the doctor's professional opinion, it warrants a withdrawal from classes.
 - Required documentation: Signed doctor's statement on professional letterhead indicating when the condition began/worsened and if it justifies withdrawal.
 - **Note:** Billing statements or visit summaries are not accepted.

Reasons Appeals Will Not Be Approved

Appeals will be **automatically denied** for the following reasons:

- Non-attendance or unexcused absences
- Late registration or poor academic performance
- Transfer to another institution
- Lack of awareness of college deadlines or policies
- Financial hardship or inability to pay
- Course dissatisfaction or faculty communication issues (see Student Complaint Process)
- Academic or grade disputes
- Lack of course prerequisites or academic unpreparedness
- Arrest or incarceration
- Pre-existing medical conditions
- Disabilities not documented with Disability Support Services or failure to follow provided accommodations.
- Academic or disciplinary suspension/dismissal
- Poor grades or academic performance
- Course non-transferability
- Faculty or staff miscommunication
- Student errors in scheduling or use of Student Portal
- Change of residency
- Voluntary employment changes, including starting a new job, taking on additional responsibilities, receiving a promotion, or experiencing job loss.

Important Notes

- **Submission of an appeal does not guarantee approval.**
- Appeals are reviewed by the designated committee, and **decisions are final.**
- Appeals **do not impact grades** assigned by instructors or alter official transcripts.
- For **Academic Medical Withdrawals**, contact the Admissions and Registration Office at

 registrationinfo@fvcc.edu



Student Information

Please complete all fields:

- **Full Name:** _____
- **Student ID #:** _____
- **Phone Number:** _____
- **College-Issued Email Address:** _____
- **Semester Being Appealed:** _____
- **Course(es) Being Appealed:** _____
- **Date of Official Withdrawal:** _____

Section 1: Reason for Appeal

Check all that apply:

- ☐ Serious illness or injury (student)
- ☐ Serious illness or injury of immediate family member (you were primary caregiver)
- ☐ Death of an immediate family member
- ☐ Military deployment or relocation
- ☐ Involuntary job schedule/location change (not job loss)
- ☐ Other unforeseen extenuating circumstance (*explain in Section 2*)

Section 2: Appeal Statement


Provide a clear explanation of the extenuating circumstance, including relevant dates and how it impacted your ability to attend, complete, or withdraw from your course(s). Be honest and specific. Attach additional pages if necessary.

Student Statement:

Section 3: Required Supporting Documentation

Check all supporting documents included with your appeal:

- ☐ Medical documentation (on provider's letterhead with dates and details of impact)
- ☐ Death certificate or obituary confirming relationship to deceased
- ☐ Employer letter (on official letterhead) verifying schedule/location change
- ☐ Military orders
- ☐ Other documentation: _____

 **Note:** Appeals **without documentation** will be automatically denied. Ensure your statement is supported by the documents provided.

Section 4: Student Acknowledgement & Policy Summary

By signing below, I acknowledge and understand the following:

- I have read and understand FVCC's Tuition Refund Appeals Policy.
- This appeal applies to **tuition charges only**, not fees, books, lab charges, or other non-tuition expenses.
- FVCC allows **one** tuition refund appeal per academic career.
- Appeals must be submitted **within 90 days** of the semester's end.
- **Financial hardship alone is not grounds** for appeal at FVCC.
- This process **does not apply to grades or academic issues**.
- I have **officially withdrawn** from the class/semester being appealed.
- Submission of this appeal **does not guarantee approval**.
- The **Tuition Appeals Committee's decision is final**.
- Financial aid coverage may render the appeal inapplicable.
- If applicable, I have discussed this appeal with **Financial Aid** or **Veterans Services**.

Student Signature: _____

Date: _____