



STUDENT TUITION APPEAL FORM

Student Name: _____ Date: _____

Student ID Number: _____ FERPA Access Code (5 digits): _____

Phone Number: _____ Preferred E-mail: _____

Purpose

When students register for courses at Bossier Parish Community College (BPCC), they agree to the Student Financial Responsibility policy. Details of this policy can be found online at <https://www.bpcc.edu/finance/student-financial-responsibility>. This appeal process exists for the purpose of providing a reasonable option of reviewing a student’s extenuating circumstances that have occurred during a semester/term for an exception to the College’s financial policies. Extenuating circumstances are defined as unforeseen, one-time occurrences that were beyond the student’s control (such as a major life event, family emergency, legal matter, or medical matter).

Guidelines

Tuition and fee appeals must be submitted within 90 days of the extenuating occurrence. The Business Office determines whether the circumstances rise to the level of extenuating and meet the required standards to be considered for an exception to College policy. This determination is based on the date of the appeal, the student’s personal statement, applicable documentation to support the student’s statement, and whether the matter is extenuating.

Appeals will NOT be considered if:

- Submitted more than 90 days from the date of the occurrence
- The student’s course grade is nonindicative of the student dropping or being withdrawn from the course
- The circumstances are deemed non-extenuating
- There is not sufficient documentation that supports the student’s personal statement

Instructions

1. Answer all questions completely.
2. Provide a personal statement regarding the reason for the appeal (see page 2).
3. Provide appropriate documentation to verify that the circumstance is extenuating (e.g., letter from a medical professional, hospitalization records, police report, death certificate, etc.). Documentation should be typed, signed, dated, and submitted on official organizational letterhead.
4. Submit the completed form and supporting documentation to the Business Office at BPCC. Tuition appeal forms can be completed in-person or by email to businessoffice@bpcc.edu.

Before completing the application, please answer the following questions:

- | | | |
|---|-----|----|
| 1. Did the occurrence take place within 90 days of today’s date? | Yes | No |
| 2. Did you drop or were you withdrawn from the courses appealed? | Yes | No |
| 3. Is sufficient documentation attached that verifies your circumstances? | Yes | No |

**If you answered “NO” to any of the above questions, do not submit the form.
Refer to the tuition appeal guidelines above.**

Student Name: _____ Date: _____

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Student's Personal Statement

- I understand that if an appeal is granted, it is a one-time courtesy and future appeals will not be granted.
- I understand that all decisions made via this process are final.
- I understand that submitting an appeal does not guarantee a refund, reduced tuition and fees, or the removal of assigned collection fees.
- I understand that submitting an appeal does not exempt me from a financial hold or collection costs.
- To the best of my knowledge, all of the information on this form and attachments are complete and accurate.

Student Name: _____ Date: _____

Student Signature: _____

THIS SECTION TO BE COMPLETED BY FINANCE ONLY

Approved Denied

Bursar/Assistant Bursar: _____ Date: _____

EDBO: _____ Date: _____

(only required for approved appeals)