

BALTIMORE CITY COMMUNITY COLLEGE STUDENT APPEAL REQUEST FORM

Complete Part 1 and 2 - Please print

Submit to the Student Accounting Office- Liberty Campus, Main Building, Room 27

PART 1: TO BE COMPLETED BY STUDENT			
NAME:		STUDENT ID	
ADDRESS:			
CITY	STATE	ZIP CODE	
TELEPHONE (HOME)		TELEPHONE (WORK)	
PART 2: SUPPORTING DOCUMENTATION TO BE COMPLETED BY STUDENT			
DATE:	SEMESTER	AMOUNT	
A CURRENT COPY OF THE STUDENT'S ACCOUNT STATEMENT MUST BE ATTACHED			
REASON FOR APPEAL REQUEST: (be specific, and if necessary attach additional sheets): Pleaes include names, dates, courses, facts, pertinent academic information and copies of all supporting documentation.			
RESOLUTION REQUESTED;			
By signing and dating this form I am indicating that the information on this form is factual.			
REQUESTOR'S SIGNATURE		DATE	
PART 3 DISPOSITION			
DIRECTOR OF FINANCIAL AID - SIGNATURE		DATE	
COMMENTS			
BURSAR - SIGNATURE	APPROVE	DISSAPROVE	DATE
REGISTRAR - SIGNATURE	APPROVE	DISSAPROVE	DATE
ADMISSIONS - SIGNATURE	APPROVE	DISSAPROVE	DATE
STUDENT SUCCESS - SIGNATURE	APPROVE	DISSAPROVE	DATE

STUDENT ACCOUNT ADJUSTMENT APPEAL REQUEST

Policy Statement:

Baltimore City Community College permits adjustment to a student's account in the form of a refund, based on the College's Withdrawal and refund Policy for Credit Courses. Additionally, a student's account may be adjusted due to extraordinary circumstances causing exceptions to the College's Withdrawal and Refund policy. An appeal request for exceptions due to extraordinary circumstances should be submitted immediately; however, requests will be considered more than 30 days beyond the semester in question on a case by case basis.

Procedures:

The college will refund a student's account in accordance with the established Withdrawal and Refund Policy for credit courses. Additionally, the following appeal process is recommended for implementation related to refunds or waivers due to extraordinary circumstances. The student will complete the "Student Accounting Adjustment Appeal Request Form" at the Student Accounting Office which requires the student to fully document the situation.

Outline and document new Student Appeal Process:

- 1) Student goes to Student Account, and completes the Student Appeal form: only for the last year. Any appeals older than 1 year will be handled on a case by case basis. Student may also complete the form online, fax the documents to 410-462-7477, mail the documents to Baltimore City Community College, or scan the documents and email them to studentaccounting@bccc.edu
- 2) Students submit appeal form, and any documentation they have to a Student Accounting Clerk. The Student Accounting clerk prints the 315 screen for the semester or semesters in question, and the student's entire account.
- 3) The Student Accounting clerk submits the documentation to the Bursar.
- 4) The Bursar requests any documentation needed from Financial Aid, Records and Registration or the Admissions Office.
- 5) The Bursar reviews all documentation, and the Policy and Procedures (and other regulations applicable) and determines if there was a college error.
- 6) If the Bursar determines there was a college error, and the student is registered for classes (or needs to be reinstated into classes). The Bursar will forward the withdrawal form/reinstatement form to Records and Registration along with the documentation, and the necessary signatures.
- 7) Records and Registration will withdraw/reinstate the student.
- 8) Once Records and Registration has withdrawn/reinstated the student, the Bursar will have a Student Accounting Clerk adjust the student's account if applicable. The Student Accounting Clerk will also prepare a CCU adjustment if applicable.
- 9) The Bursar will send a letter to the student letting the student know the appeal was approved, and the adjustment was posted to their account. The documentation will also be included with letter.
- 10) If the Bursar determines the college did not make an error a letter will be sent to the student notifying them that their appeal was denied. The documentation will also be included with the letter.