



Non-Credit Registration Refund Appeal Form

This form is to be used by Workforce Solutions and Continuing Education students who directly register for a class(es) and seek a refund after a course begins. CFK appeals should contact cfk@hagerstowncc.edu for the CFK process.

DO NOT USE THIS FORM FOR CREDIT CLASS(ES) or COLLEGE FOR KIDS (CFK) CLASS(ES) APPEALS

By completing this Refund Appeal, you are requesting to be dropped from **ALL** your NON-CREDIT courses listed below without being held responsible for tuition for the course(s). Any non-financial aid payment that you have already made will be refunded to you, and any unpaid balances resulting from these course(s) will be removed from your account. No grades will appear on your transcript. **Refunds are generally not granted for any student who has previously been awarded a refund or if the student's tuition balance has been sent to the State of Maryland's Central Collection Unit (CCU).**

Student Name _____ Student ID Number _____

Home Phone _____ Cell Phone _____

Home Address _____ Date of Completion _____

Term & Year of Appeal: Fall 20 _____ Winter 20 _____ Spring 20 _____ Summer 20 _____

List all Courses for Refund Appeal review (Ensure the course code is included, easily found on registration materials): _____

1. Do you receive any of the following benefits?

Financial Aid (including Tuition Waiver) _____ Scholarships _____ Veterans Benefits _____

2. Indicate the reason below for your Refund Appeal and on a separate sheet of paper, provide a detailed written statement explaining the circumstances of your appeal. This statement should be legible (if not typed), and it should include how these circumstances specifically affected your ability to complete your courses. Include any relevant documentation that may support your appeal.

- Military Duty** – Any currently enrolled student who is called for military duty shall, at their request, be dropped from all uncompleted courses without grade and be granted a refund of all tuition and fees paid upon presentation of a copy of military orders.
- Illness/Injury** – Provide a detailed explanation of the situation including how the occurrence specifically affected your ability to complete courses. Supporting medical documentation from the physician or hospital is required.
- Bereavement** – Provide an explanation noting your relationship to the deceased and how the occurrence specifically affected your ability to complete courses. Supporting documentation is required (e.g. an obituary, funeral notice, certificate of death, etc.).
- Other** – These appeals require highly extenuating circumstances that were outside of the students' control. Be thorough in explaining in your statement.

3. Submit your appeal and supporting documentation to the Dean of Students Office in one of the following ways: **By mail:** Student Center Room 142, 11400 Robinwood Drive, Hagerstown, MD 21742 / **Fax:** 301-393-3686 / **Email** studentaffairs@hagerstowncc.edu / **In person** Student Center Room 142, 11400 Robinwood Drive, Hagerstown, MD 21742

Non-Credit Refund Appeals are reviewed once a month; students will be notified of the decision in writing after review. Students disagreeing with the decision may re-appeal in writing to the College President by mail or in-person to Administration & Student Affairs Building 100, 11400 Robinwood Drive, Hagerstown, MD 21742 or by email at president@hagerstowncc.edu within seven business days of the date of your decision letter. CFK appeals do not use this process; see CFK staff that process.

Hagerstown Community College only grants Workforce Solutions & Continuing Education registration refund appeals under extraordinary circumstances. It is the student's responsibility to drop courses prior to the established deadline. After the published deadline, appeals to the policy must be made by using this form and submitting it to the Dean of Students Office as indicated above. A written statement of explanation and supporting documentation must be included. Refunds are generally not granted for any student who has previously been awarded a refund or if the student's tuition balance has been sent to the State of Maryland's Central Collection Unit (CCU).