



Tuition Appeal Form
Henry Ford Community College
Registration & Records Office
5101 Evergreen Rd, Dearborn, MI 48128
Office: (313) 845-6403 Fax: (313) 845-6464

The Tuition Appeal Form should be filed for documented extenuating circumstances only. **This form cannot be used to appeal grades.**

The Tuition Appeal Form must be submitted no later than the last day of finals for the semester immediately following the semester you are appealing. For students requesting withdrawal from the winter semester, students have until the last day of finals for the summer semester to submit their appeal. Please refer to the HFCC Academic Calendar at <http://www.hfcc.edu/calendar> for the appropriate dates.

Only those Tuition Appeal Forms submitted for the following situations/circumstances will be reviewed for consideration:

- Student illness during the semester
- Illness of immediate family member during the semester
- Death of immediate family member during the semester
- Employment related circumstances
- Military deployment/Reactivation

All Tuition Appeal Forms must be submitted with a typed student explanation of the extenuating circumstances and verifiable documentation:

- **Student illness** - A note from your physician or medical provider on their letterhead indicating the dates you were unable to attend class. The note must be signed by your physician or medical provider.
- **Illness of immediate family member** - A note from your family member's physician or medical provider on their letterhead indicating the dates of illness and the dates you were unable to attend class. The note must be signed by the physician or medical provider.
- **Death of immediate family member**- A copy of the death certificate
- **Employment related circumstances**- A letter from your employer on company letterhead indicating the start date of the employment change, end date, and an explanation of the circumstances.
- **Military deployment/Reactivation**- A copy of the official deployment/reactivation notice. Deployment and reactivation dates must be within the semester you are appealing.

Tuition Appeal Forms meeting the following criteria will automatically be denied:

- **Without the supporting documentation listed above**
- **For courses that have been completed (A, B, C, D, and E grade)**
- **For courses that have not been dropped**

If you are dropping classes during a term for which you have received financial aid, Henry Ford Community College and/or you may be required to return to the Federal government, all or a portion of the financial aid that has been disbursed and/or applied to your student account. Please contact the Financial Aid Office regarding Return to Title IV policies and procedures.

All students will be notified in writing of the decision on their appeal within 4 weeks. Account adjustments will be completed within 6 weeks of the notification date for approved appeals. If further clarification or documentation is required to support an appeal request, the student will be given 2 weeks from the date of the letter to submit additional information. Failure to do so will result in the appeal being denied.

