



Henry Ford Community College

Tuition Appeal Process

The Tuition Appeal Form should be filed for documented extenuating circumstances only. **The Tuition Appeal 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

The Tuition Appeal Form is available online on the Registration and Records Office homepage, (accessible at www.hfcc.edu) or at the Registration and Records Office. **Please read page 1 of the Tuition Appeal Form for additional information regarding required supporting documentation and the review process.**

Tuition Appeal Forms meeting the following criteria will automatically be denied

- Tuition Appeal Forms submitted 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
- Appeals requesting removal of non-refundable fees

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.



WINTER 2011 IMPORTANT SEMESTER DATES

	Date	Notes
Online Registration begins	November 2, 2010	
In Person Registration begins	November 24, 2010	
15 week and 1st 8 week classes begin	January 10, 2011	
Last day for 100% refund - 15 week classes	January 14, 2011	
Last day for 100% refund - 1 st 8 week classes	January 14, 2011	
Last day for 100% refund - 1 st 8 week classes	January 14, 2011	NO REFUND after January 14, 2011 for 1 st 8 WEEK CLASSES
Martin Luther King Labor Day - College Closed	January 17, 2011	
Last day for 50% refund - 15week classes	January 24, 2011	NO REFUND after January 24, 2011 FOR 15 WEEK CLASSES
Last day for NO RECORD DROP- 15 week classes	January 24, 2011	
12 week classes begin	January 31, 2011	
Last day for 100% refund - 12 week classes	February 7, 2011	NO REFUND after FEBRUARY 7, 2011 FOR 12 WEEK CLASSES
Last day to drop 1 st 8 week classes	February 17, 2011	
Spring Break	March 5-13, 2011	Spring Break begins AFTER Evening classes on March 5, 2011.
2nd 8 week classes begin	2nd 8 week classes begin	Spring Break ends. All classes resume.
Last day for 100% refund - 2 nd 8 week classes	March 21, 2011	NO REFUND AFTER MARCH 21, 2011 FOR 2 ND 8 WEEK CLASSES
Last day to drop - 15 week classes	March 31, 2011	
Last day to drop - 12 week classes	April 7, 2011	
Last day to drop - 2 nd 8 week classes	April 21, 2011	
Final Exam	May 3-8, 2011	
Commencement Ceremony	May 7, 2011	
Last day of Winter 2011 semester	May 8, 2011	
Grades due from faculty	May 9, 2011	Grades due by 6:00 p.m.

Classes that are 2 weeks or less in duration

For classes that are less than two weeks, 100% tuition refund BEFORE class begins. NO tuition refund AFTER class begins.

Trade and Apprentice (TAE) classes

Courses in the Trade and Apprentice programs have different semester dates and therefore have different dates for tuition refunds. Please contact the Office of Registration and Records at registrar@hfcc.edu or 313.845.6403 for these dates.

Students are responsible for dropping themselves from courses. If a student stops attending and does not drop, they will earn an “E” grade and will be charged full tuition for the courses.