



**Exception to Full Cost of Instruction Fees (Third Attempt)
College Preparatory and/or College-Level (credit) Courses
Extenuating Circumstances/Financial Hardship**

Please Read: Students who are Florida residents are allowed to attempt a course twice at the in-state rate of tuition. If the student registers for a course for the third time, Florida Administrative Code 6A-14.0301 requires the student to pay the full cost of tuition for that attempt. On rare occasions a petition for fee reduction may be granted for documented cases for circumstances beyond the student's control. **Important! Maximum attempts began with the 1997 Fall Semester, regardless of the number of previous attempts.**

Deadline: The first day of classes for the session in which the fee reduction is sought.

All request must include the below items:

A Letter of Explanation Transcripts Copy of student bill/schedule

Name: _____ Student ID#: _____
(not Social Security number)

Address: _____ Phone #: _____

City: _____ State: _____ ZIP: _____

Please note that students who withdraw or fail a course due to extenuating circumstances may be granted an exception only once for each course.

Please select one of the following from below:

Extenuating Circumstances: Extenuating circumstances are those deemed to be exceptional and beyond the control of the student, and which can be documented.

- Medical-Physician's letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.
- Employment-a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective dates.
- Death of Immediate Family Member-documentation of the death and your relationship to the deceased.
- Active Military Duty- documentation must include a copy of orders.
- College Change or Error-a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to withdraw from your course(s).



The following circumstances are **NOT** considered extraordinary and extenuating, and are **NOT** eligible circumstances to file an appeal:

- Incarceration
- Transportation issues
- Issues involving course content
- Issues involving method of instruction
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog and student handbook

Financial Hardship: The exception for financial hardship may be granted only after the student has demonstrated reasonable effort to succeed in the class. Explain how paying the full cost of instruction impacts your financial circumstances. In determining your financial need you should include the following: Employment hours per week; where you obtain the funds for your educational costs (work, savings, other); student status (full-time or part-time); number of dependents. **The exception for financial hardship may be granted only after the student has demonstrated reasonable effort to succeed in the class.**

Receiving Federal need-based financial aid Other documented financial hardship

Other Circumstances: Other circumstances are those required by a regulatory agency. Courses may be repeated if they are required to be repeated by a regulatory agency, or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. Submit documentation that supports your statement(s) in your letter.

If you are receiving financial aid, veterans' benefits, or are an international student, please check with the appropriate office to determine if your request will affect you benefits or status.

Complete the information below for the course in which you are appealing to enroll for a 3rd attempt:

Course Title	Course Prefix	Course Number	CRN# (5 digits)
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Course Title	Course Prefix	Course Number	CRN# (5 digits)
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I understand that when taking any course for the third time, I may not exercise the option to withdraw, but must complete the course and be assigned a grade, as specified in SBE Rule 6A-14.0301. I also understand that "students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class" (FS 240.124) **Request received without proper documentation and formal withdrawal/tuition refund letter will be returned.**

Student's signature: _____ Date: _____

Submit your request for consideration to:

FKCC Student Services Appeals Committee

fkccstudentappeals@fkcc.edu

Florida Keys Community College, 5901 College Road, Key West, FL 33040

Phone: (305) 809-3292 Fax: (305) 292-5163