



Residence Life Administrative Appeal REQUEST FOR HOUSING REFUND FORM

SUBMITTING A REFUND REQUEST FORM DOES NOT OFFICIALLY WITHDRAW YOU FROM A CLASS OR THE COLLEGE
Deadline: Within 120 days of when the final grade was posted for that semester according to the academic calendar.

All requests must include the below items:

- A Letter of Explanation Documentation Transcripts Copy of student bill/schedule

Name: _____ Student ID#: _____
(Not Social Security Number)

Email (primary contact): _____ Phone: _____

Address: _____ City, State & Zip: _____

Academic year: _____ Term: _____ Lagoon Landing room number: _____

Check Reason for Request:

Supporting Documentation for refund

- Medical**-Physician's letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.
- Death of Immediate Family Member**-documentation of the death and your relationship to the deceased that specifically indicates severity or duration that prevents you from continuing to attend FKCC.
- 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).

Signature of Student: _____ Date: _____

Cancellation and Termination of Contract

The terms and conditions for cancelling or terminating this contract are stipulated below according to the enrollment status of the student during the contract period. Once a contract is executed, any cancellation for a reason other than non-enrollment will result in charges as calculated in Section 12.C.1. In addition, the College, at its discretion, may choose to revoke this contract at any time should a student not maintain full-time status. If the student does not maintain full-time status and the College decides to revoke this contract, the College, at its discretion, will decide whether or not to charge the cancellation fee as calculated in Section 12.C.1. The student must contact the Residence Life Office to complete the necessary forms to cancel or terminate his/her contract. In any event, the application fee is non-refundable.

A. Students not enrolled at the College prior to the first day of classes during the contract period:

1. If the Residence Life Office receives the executed contract and written notification from the student of his/her desire to cancel the contract, this contract shall terminate upon the College's verification of the student's non-enrollment. Terms of the contract cancellation are outlined in Sections 12.A.2 and 12.A.3 below.
2. For Fall Term:
 - a. If written notification of the cancellation is received no later than July 1 immediately preceding the fall term of the contract period and non-enrollment is verified, all housing fees and any additional fees paid by the student pursuant to this contract shall be credited to the student's Student Account.
 - b. If written notification of the cancellation is received after July 1 immediately preceding the fall term of the contract period and prior to August 1 and non-enrollment is verified, the student will be assessed a \$250.00 cancellation fee. If a security deposit has been received, the cancellation fee will be deducted from the security deposit.
 - c. If written notification of the cancellation is received on August 1, immediately preceding the fall term of the contract, or thereafter, a \$500.00 cancellation fee will be assessed to the student who does not check into the residence hall. If a security deposit has been received, the cancellation fee will be deducted from the security deposit.
3. For Spring Term:
 - a. If written notification of the cancellation is received no later than November 30 preceding the spring term and non-enrollment is verified, all housing fees and any additional fees shall be credited to the student's Student Account.
 - b. If written notification of the cancellation is received after November 30 and prior to January 1 preceding the spring term and non-enrollment is verified, a \$250.00 cancellation fee will be assessed to the student.
 - c. If written notification of the cancellation is received on January 1 or thereafter, a \$500.00 cancellation fee will be assessed to the student who does not check into the residence hall.

B. Students not enrolled at the College after the first day of classes during the contract period:

1. If the College cancels the student's enrollment this contract shall terminate immediately upon verification of non-enrollment. The student must vacate his/her assigned room no later than 24 hours after the student's non-enrollment is verified. The College shall refund to the student all housing fees paid by the student less any charges for nights of occupancy.
2. If a student ceases to be enrolled at the College for any reason of his/her own action during the contract period, this contract shall terminate immediately upon verification of non-enrollment. The student must vacate his/her assigned room no later than 24 hours after the student's non-enrollment is verified. He/she must remove all belongings from the residence hall, and complete the Room Condition Report at checkout and the Housing Contract Termination Agreement. The student will be refunded a prorated amount of the housing fee per the College Refund Policy Rule no. 7.320 as stated in the Student Handbook.
3. If the student has graduated from the College, his/her contract shall terminate on the date of graduation and the student is required to vacate his/her residence hall space by the closing date for the term of graduation.
4. Upon written notification from any student that he/she will vacate his/her residence hall space early due to completion of graduation requirements and will not return before the end of the contract period, this contract shall terminate upon the completion of the last term of residence and the College's verification of graduation. Upon such verification, the College shall refund to the student any housing fees paid by the student for the remainder of the contract period per the College Refund Policy Rule no. 7.320 as stated in the Student Handbook.

Students who remain enrolled at the College during the contract period:

Unless specified above, the student who does not cancel by the start of the contract period must pay a contract cancellation fee in the amount of 100% of the remaining balance of the housing fee for the entire contract period.

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

- All appeals MUST be based on exceptional, extraordinary circumstances beyond the student's control.
- Since procedures and dates for withdrawing within the refund period are widely publicized, requests from students claiming that they "did not know" procedures and dates will not be considered.
- Once housing fees and charges have been posted, requests for a refund or removal of fees will be forwarded to the FKCC Student Services Appeals Committee.
- If you are receiving financial aid or veterans' benefits, please check with the appropriate office to determine if your request will affect your benefits or status. Please note that if you are receiving financial aid, a refund may cause you to fall below the minimum number of credits required for financial aid. You may be required to pay back financial aid monies received.
- All refunds to students will be reduced by or applied to any outstanding balance owed to the College.

Request may take up to 30 days for a response.

Submit your request for consideration to: FKCC Student Services Appeals Committee, fkccstudentappeals@fkcc.edu Fax: (305) 292-5163