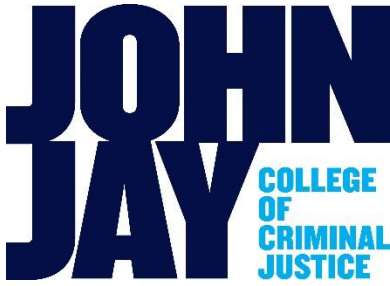


## Request for Removal of Registration Related Fees and Penalties

Prior to the submission of this form please note:

- **The submission of this request does not guarantee approval.**
- The request must be filed by the 25<sup>th</sup> day of the subsequent long semester. For example, courses taken in spring or summer must be appealed by the 25<sup>th</sup> day of the fall semester; courses taken in the fall or winter must be appealed by the 25<sup>th</sup> day of the spring semester. **Requests for removal of fees beyond these deadline dates, may not be considered.**
- A detailed (typed) statement is **required** explaining the request for the appeal. Request for Removal of Registration Related Fees and Penalties form submitted **without explanation or details will not be considered.**
- The submission of the Request for Removal of Registration Related Fees and Penalties form does not eliminate any outstanding charges while awaiting a decision by the Fee Appeals Committee.
- Appeals based on a withdrawal at the end of a semester or a retroactive resignation will generally not be considered for a refund of tuition.
- **Appeals are reviewed for the existence of extenuating circumstances only and must include documentation.** The following circumstances *may* warrant approval; however, each appeal is considered based on the facts and documentation presented.
  - Call to or enlisted in active duty military service within the semester.
  - Death in the immediate family (student, parent, spouse, child, sibling).
  - Request due to medical illness of the student that is confirmed in writing by a physician, stating that completion of the term is not possible.
  - Administrative error.
- Circumstances generally not sufficient to support an appeal include, but are not limited to:
  - Not being aware of registration and/or tuition due dates.
  - Insufficient financial aid or financial hardship.
  - Lack of familiarity with policy and procedures.
  - Withdrawal from a class or (classes) to avoid failure/low grades or dissatisfaction with an instructor.

If you are a financial aid recipient, tuition refunds **will most likely be returned to the Department of Education and/or HESC** and will generally not result in a refund to the student. **A full deletion of classes and charges may disqualify a student from any financial aid received.**



Request for Removal of Registration Related Fees and Penalties

This form is for students who would like to appeal for the removal of fees related to registration. NON-ATTENDANCE IN CLASSES DOES NOT WAIVE THE TUITION LIABILITY INCURRED AT REGISTRATION.

To Be Completed by Student

Semester: Spring 20\_\_\_ Winter 20\_\_\_ Fall 20\_\_\_ Summer 20\_\_\_
First Name: Last Name:
EMPL ID: Address:
Telephone: JJC Email:

Instructions:

- 1) Below, please check all that apply.
2) Write a detailed (typed) statement detailing why you are requesting the removal of registration related fees and penalties.
3) Submit supporting documentation information (doctor's statement, employer's statement, etc.) must be attached or your application cannot be considered.
4) Submit the form in person to Jay Express or via email at registrar@jjay.cuny.edu.

- checkbox Late Registration Fee
checkbox Change of Program Fee
checkbox Other (detail below)
checkbox Course swap/drop
checkbox Course deletion

Blank lines for student statement

Student Signature: Date:

You will be notified within 30 business days via your John Jay email address of the Registrar's decision.

For Office Use Only

Approved by: Denied by: Date:

Other Comments:

Blank line for office use

\*Student Activity, Technology and Consolidated Services fees are non-refundable. Application fees of any kind are non-refundable.