



*Office of the Registrar*

## **Request for Removal of Registration Related Fees and Penalties Guidelines**

The Request for Removal of Registration Related Fees and Penalties process is for students who would like to appeal charges related to registration. **NON-ATTENDANCE IN CLASSES DOES NOT WAIVE THE TUITION LIABILITY INCURRED AT REGISTRATION.** It is the student's responsibility to ensure the accuracy of their class schedule at term and comply with all university regulations and deadlines. Being unaware of the College's procedures and deadlines does not constitute justification for an exception to policy. Information submitted with this request may be shared with the Title IX Coordinator if appropriate.

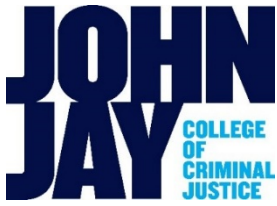
For additional information regarding Title IX, please see <http://www1.cuny.edu/sites/title-ix/campus/john-jay-college-of-criminal-justice/>.

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The information below is intended to outline the guidelines for this application.

1. The deadline to submit a Request for Removal of Registration Related Fees and Penalties is **no later than two academic years following the semester in which the course(s) was offered**. Request that are received outside of this time frame **will not be considered**.
2. A Request for Removal of Registration Related Fees and Penalties application can only be submitted **twice** within a student's entire academic career.
3. A detailed typed statement is **required** explaining the request for the appeal. Request for Removal of Registration Related Fees and Penalties **without explanation or details will not be considered**.
4. 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 Retroactive Resignation Committee.
5. 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.
6. Charges related to courses for which a student has received a grade (including, grades of W or WA) will not be considered for deletion.
7. Circumstances generally not sufficient to support an appeal include, but are not limited to:
  - a. Not being aware of registration and/or tuition due dates
  - b. Insufficient financial aid or financial hardship
  - c. Lack of familiarity with policy and procedures
  - d. Withdrawal from a class or (classes) to avoid failure/low grades or dissatisfaction with an instructor
8. **The submission of a request does not guarantee approval.**

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 Application**

Refer to the instructions on page 1 before completing this application. A typed written personal statement and supporting documentation must be submitted with this application in order for your request to be reviewed. Submit the completed application to [retro@jjay.cuny.edu](mailto:retro@jjay.cuny.edu)

**To Be Completed by Student**

Semester: Spring 20\_\_\_\_ Winter 20\_\_\_\_ Fall 20\_\_\_\_ Summer 20\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ JJC Email: \_\_\_\_\_

**Instructions:**

- 1) Attach a written detailed (typed) statement detailing why you are requesting the removal of registration related fees and penalties. Be precise and specific in giving your reasons for this request. The statement should be limited to one page but may not exceed two pages and anything beyond two pages.
- 2) Submit supporting documentation information (doctor’s statement, employer’s statement, etc.) must be attached or your application cannot be considered.

**retro@jjay.cuny.edu.**

Late Registration Fee

Course swap/drop

Change of Program Fee

Course deletion

Other (detail below)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only**

Approved by: \_\_\_\_\_ Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

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