

## **Policy: 3.01**

### **Tuition Refund Appeal**

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#### **Purpose**

The Tuition Refund Appeal Policy explains the refund or adjustment process for students who are requesting an exception to the published Tuition Policy of their tuition charges due to extenuating circumstances that occurred during a given semester at Kansas City Kansas Community College.

#### **Scope**

All KCKCC students.

#### **Definitions**

**Tuition Refund Appeal Form:** Document to be completed by a student to appeal encumbered Kansas City Kansas Community College tuition.

**MyDotte:** KCKCC technology platform of resources that houses information for students, including the Tuition Appeal form.

**Supporting Documentation:** Any documentation the student can submit to make the decision clear.

**Dean's Council:** Composed of the KCKCC Deans including:

- Dean of Student Services
- Dean of Health Professions
- Dean of Academic Support and Assessment
- Dean of Math, Science and Business Technology
- Dean of Arts, Communications, and Humanities
- Dean of Career and Technical Education
- Dean of Social and Behavior Sciences and Public Services
- Dean of Enrollment Management

#### **Policy Statement**

A tuition appeal can only be requested by the submission of a completed Tuition Refund Appeal Form. The submission of a Tuition Refund Appeal Form does not guarantee approval.

- The [Tuition Refund Appeal Form](#) is located in MyDotte, under admissions and enrollment, found in the forms section, or provided directly to the student by request.
- Students have an opportunity to appeal their tuition balance a total of three times before a final decision is determined. The tuition appeal request should be submitted within one year of the tuition occurrence. Appeals over one year old are not considered unless there was a documented extenuating circumstance.
- This is an internal process that is separate from the Federal Financial Aid Tuition Appeal.

#### Reimbursement

Tuition Refund appeals can be granted at 100% refund, 75% refund, 50% refund, 25% refund, or a zero refund.

Exclusions

Tuition Refund appeals do not include KCKCC Bookstore acquired costs, parking, or library fines.

Board Approved: 12/15/2020

## **Procedure: 3.01A**

### **Tuition Refund Appeal**

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#### **Purpose**

To provide guidance for the Tuition Refund Appeal process.

#### **Procedure**

The following steps apply when submitting a Tuition Refund Appeal.

- Tuition Refund Appeal is submitted to the office of the Dean of Enrollment Management.
  - Incomplete forms will not be accepted.
  - Supporting documentation from the student should accompany the appeal form.
- An extensive review of the student's records, student-provided supporting documentation, and information from the respective faculty and departments involved is conducted.
- The Dean of Enrollment Management will review the appeal and associated documentation collected during the review to issue a decision regarding the appeal.
- The student will be notified via KCKCC student email of the decision regarding the appeal.
- If the student does not agree with the decision, the student may request for the Dean of Enrollment Management to reconsider the original request. The student may also submit any additional documentation or evidence for consideration.
- The Dean of Enrollment Management will review any additional evidence and make a second decision.
- The student will be notified via KCKCC email of the second decision.
- If the student disagrees with the second decision, the student may ask for another reconsideration.
- At this point, the appeal and all evidence is submitted to the Dean's Council for review and a final decision. When this body is required to review an appeal, the Dean of Enrollment Management does not vote.
- A majority vote is necessary for a final decision.
- The student will be notified of the final decision, and the decision cannot be appealed again.