TUITION/LATE WITHDRAWAL APPEAL

This process has been designed to address extenuating circumstances that have occurred during a semester that has prevented the student from completing their studies. Extenuating circumstances are defined as a one-time occurrence that was beyond the student’s control such as accidents, legal or other catastrophic and unforeseen events.

Appeals can be granted only on grades of “W”. If you have “E” grades, you must appeal to the Academic Standing Committee, in the Center for Student Success, Room A-118.

Appeals must not date back more than one year from the time the course was taken.

Documentation to support your appeal must be included along with a copy of your unofficial transcript. This is a one-time process; if your appeal is granted, you will not be eligible to apply in the future.

Please complete the attached form in its entirety and include all supporting documentation. You may submit your appeal at the Enrollment Services office room A-128B or mail to the following address:

Bergen Community College
Tuition/Late Withdrawal Appeals Room A-128B
400 Paramus Road
Paramus, New Jersey 07652

Responses to your appeal will be made within a 3-4 week period. Students will be notified via U.S. mail.

Visit www.bergen.edu/registration click on Late Withdrawal/Drop for more information

Revised 6/28/13
ENROLLMENT SERVICES
TUITION/LATE WITHDRAWAL APPEAL

NAME _____________________________________ BCC ID or S.S. # ____________

ADDRESS _____________________________________ Phone # _______________

________________________________________________________________________

Are you receiving Financial Aid for the semester in question?  ___Y ___N

STATEMENT OF APPEAL (What are you requesting?)  For what semester____________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

WHAT DOCUMENTATION HAVE YOU PROVIDED WITH YOUR APPEAL?
(Documentation should be specific, i.e., relevant dates, diagnosis, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

STATEMENT OF EXTENUATING CIRCUMSTANCES

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have attached a copy of my unofficial transcripts and supporting documentation

Student’s Signature ________________________________________________

Date ________________________