Tuition Adjustment Appeal Form

(ATCC Policy 5.12 Refunds, Waivers and Withdrawals)

This form may be used when a student wants to request an adjustment in tuition due at Alexandria Technical and Community College.

_____ _____

Printed Name Signature

_____

Street Address City State ZIP

_____ _____ _____

Mobile Phone E-mail Address Student ID #

_____ _____

Program/Major/Area Date submitted

Please respond to the following. Use a separate sheet if needed.

1. Describe the tuition adjustment that you are requesting.

2. Describe the reason for your tuition adjustment request. (Submitting supporting documentation is encouraged.)

Please return completed forms to Academic Affairs (north building, room 109) or by email to academic.affairs@alextech.edu.

Academic Affairs Use Only
Date Appeal Received: _____ ☐ Approved ☐ Declined If declined, reason for decline: _____ ATCC Administrator/Respondent: _____ Date: _____

The college is asking you to provide information which includes private information under State and Federal law. The information is optional; however, if you refuse to provide some or all of the optional information, the college may not be able to process your request.