KELLOGG
COMMUNITY COLLEGE

ACADEMIC AND REFUND APPEAL FORM

Office of the Registrar
450 North Avenue • Battle Creek, MI 49017-3397
(269) 965-4129 • fax (269) 565-2048
www.kellogg.edu

Kellogg Community College policies on refunds of tuition and fees, as well as grading policies, are found in the KCC Catalog and Student Handbook. The process for refund appeals is outlined in the Student Handbook under "Refund Appeals." The process for grade appeals is outlined in the Student Handbook under "Grade Appeals," and includes steps to follow prior to submitting an appeal to the committee.

This appeal form must be accompanied by a written statement from you, the student, which details the basis of the appeal, how the occurrence affected your ability to complete courses, and the outcome you seek in the appeal. Supporting documentation should also be included and may be requested on any appeal. An Appeal written on behalf of a student (i.e. parent, counselor, doctor, etc.) will not be considered.

The Appeals Committee meets monthly and will respond to your appeal in writing.

NAME and ADDRESS

_____
First Middle Initial Last

_____
Street

_____
City State Zip Code

KCC ID NUMBER

_____

PHONE NUMBER

_____

Semester of Course(s): Fall of _____ Spring of _____ Summer of _____

Class(es): _____
Class Name(s)

_____

Check one box: ☐ Academic Appeal ☐ Refund Appeal ☐ Both, Academic and Refund Appeal

The basis of your appeal is:

☐ Military Duty	Upon submission of a copy of military orders, any currently enrolled student who is called for active military duty shall, at their request, be dropped from all uncompleted courses without grade and be grated a refund of all tuition and fees paid.
☐ Illness/Injury	Provide a detailed explanation of the situation and include appropriate medical documentation from a physician or hospital.
☐ Bereavement	Provide an explanation noting your relationship to the deceased and include documentation such as an obituary or funeral notice.
☐ Personal Situation	Provide an explanation of the circumstance and include documentation such as legal documents, police reports, etc.
☐ Course Related Issues	Provide a detailed explanation of the situation and include any relevant documentation.
☐ Other	Provide a detailed explanation of the situation and include any relevant documentation.