OKLAHOMA CITY COMMUNITY COLLEGE
STUDENT APPEAL OF CHARGES
09Summer Semester (valid thru October 23, 2009)

Oklahoma City Community College will consider requests for refund and/or reduction of charges when you have withdrawn from/dropped the class AND document-able, extenuating circumstances, over which the student had no control or prior knowledge, prevented the student from withdrawing during the designated refund period. Examples: change in work schedule that prevents attendance of dropped class that occurred after refund period – must include letter from employer on letterhead; medical condition of student that prevented student from attending the class/dropping class during refund period – must include medical documentation; military deployment – must include a copy of deployment orders. Appeal must be filed within 90-days of the end of the term being appealed.

The Bursar's Office will review your petition and notify you of the results via U. S. Mail. You may also be contacted for more information/documentation, please be sure your contact information is accurate.

Name: _____ **ID#** _____
Last **First**

Address: _____
Street **City** **State** **Zip**

Telephone: _____
Work **Home** **Cell**

e-mail address: _____

Class(es) for which action is requested: _____ **Amount:** _____

Please provide a written description of reason for appeal. Supporting documentation must be attached. If additional space is needed, please continue on the back of this form or attach a separate sheet of paper.

Student's Signature: _____ **Date:** _____

Office Use Only

Received by: _____ **Documentation included: YES NO**
Initial **Date**