



OKLAHOMA CITY COMMUNITY COLLEGE

**Student Appeal of Charges Form – Section 1**

\_\_\_\_\_   
 OCCC Student ID Number

\_\_\_\_\_   
 Student Name (please print)

**TERM AND COURSE INFORMATION**

**SECTION 1 – Course Information**

Term for appeal\*    Year \_\_\_\_\_    **Fall   Spring   Summer** (circle one)

Course(s) Appealing:

_____	_____
_____	_____
_____	_____
_____	_____

**\*Submission deadline:**  
120 days after the end of the term (April 20 for Fall terms, September 20 for Spring terms, and November 20 for Summer terms).

**CIRCUMSTANCES THAT SUPPORT AN APPEAL OF CHARGES**

**\*\*YOU MUST INCLUDE A WRITTEN "LETTER OF APPEAL" THAT DESCRIBES THE REASON(S) FOR YOUR REFUND APPEAL REQUEST.\*\***

*Below are examples of circumstances for which the Refund Appeal Committee will hear an appeal. Student must be **officially withdrawn from the class and/or classes** for which the appeal is being submitted. You can access additional information regarding the tuition refund process on the Bursar's website under "refunds." **Appeal must be filed within 120-days of the end of the term being appealed** (April 20 for fall terms, September 20 for spring terms, and November 20 for summer terms).*

***Please check the box(es) to which your refund appeal applies.***

**SECTION 1 – Reason for Appeal of Charges Request**

- Significant illness or injury that required the student to withdraw from the College.** The appeal request must include a copy of the Health Documentation Form completed by the student's licensed health care professional. The Health Documentation Form can be found at the bottom of the tuition refund information page at <http://www.occc.edu/bursar/refunds.html>. *Please DO NOT include detailed medical documentation such as current medication, x-rays, photos of an injury, or other documents related to your condition.*
- Significant illness or injury of an immediate family member** that required the student to withdraw from the College. The appeal request must include a copy of the Health Documentation Form completed by the student's/family member's licensed health care professional. The Health Documentation Form can be found at the bottom of the tuition refund information page at <http://www.occc.edu/bursar/refunds.html>. Definition of immediate family: mother, father, brother, sister, child, spouse, domestic partner, or grandparent. *Please DO NOT include detailed medical documentation such as current medication, x-rays, photos of an injury, or other documents related to the immediate family member's condition.*
- Death of an immediate family member.** Definition of immediate family: mother, father, brother, sister, child, spouse, domestic partner, or grandparent. The appeal request must include documentation of death (i.e., death certificate or obituary) and the student's relationship to the deceased.
- Mandatory change in work schedule/Financial Hardship/Loss of Job.** The appeal request must include employer verification with date of schedule change or termination date, on company letterhead.
- Military duty/deployment.** The appeal request must include a copy of student's deployment orders.
- OCCC institutional error.** The appeal request must include written confirmation on letterhead from OCCC faculty/staff regarding the nature/circumstances of the error, which prevented the student from dropping the class in a timely manner.



OKLAHOMA CITY COMMUNITY COLLEGE

**Student Appeal of Charges Form – Section 2**

\_\_\_\_\_   
 OCCC Student ID Number

\_\_\_\_\_   
 Student Name (please print)

<b>SECTION 2- Current Address</b>	<b>ADDRESS INFORMATION</b> <input type="checkbox"/> Check here if new/updated address.			
	_____ Street Address		_____ Phone Number	
	_____ City	_____ State	_____ Zip	_____ Email Address @my.occc.edu

<b>SECTION 2 – Appeal Submittal</b>	<b>SUBMITTING THE APPEAL</b>		
	Completed appeals can be submitted <b>in person in the OCCC Bursar Office</b> or		
	<b>By mail:</b> OCCC Attn: Bursar’s Office/Appeals 7777 S May Ave. Oklahoma City, OK 73159	<b>By fax:</b> OCCC Bursar Attn: Appeals (405) 681-4785	<b>By email:</b> Subject: Appeals bursar@occc.edu

**\*Submission deadline:**  
**120 days after the end of the term (April 20 for Fall terms, September 20 for Spring terms, and November 20 for Summer terms).**

<b>SECTION 2 – Student Signature</b>	<b>STUDENT ACKNOWLEDGEMENT/SIGNATURE</b>	
	All tuition refund appeal requests must include a "Letter of Appeal" written by the student that describes the reason(s) and justification for the refund appeal and supporting documentation verifying appeal reason as noted in "Section 1 – Reason for Appeal of Charges Request". <i>By signing below, I (the student) confirm 1. I have read the "Student Appeal of Charges Information Sheet and understand the Committee’s decision is final. 2. I have included my "Letter of Appeal" AND supporting documentation to this Tuition Refund Appeal request. Appeals submitted after the submission deadline noted above or if you have not dropped/withdrawn from course(s) or fail to include Letter of appeal and/or supporting documentation with appeal submission your appeal will be denied and not submitted to committee for review.</i>	
	_____ Student Signature	_____ Date Submitted

Completed by OCCC Bursar Staff (FOR OFFICE USE ONLY)	
Received: ARAC _____ initial _____ date	Logged in: CRI comments _____ initial _____ date HLKW

Revised 2/24/20 HLKW