



MOHAWK VALLEY COMMUNITY COLLEGE

1101 Sherman Drive, Utica, NY 13501

Phone (315) 792-5336

Fax (315) 792-5698

www.mvcc.edu

TUITION APPEAL

Students have one year from the end of any semester to appeal tuition charges.

Student Name _____	M# _____
Address _____	
Phone _____	Email _____
Semester Being Appealed _____	Date of Appeal _____

CRN	Course	Withdrawal Date

PLEASE NOTE: The college will only consider appeals based on circumstances unforeseen and beyond your control. For example, your decision to accept new employment is within your control and would not be considered a satisfactory reason for an appeal.

✓	Valid Reasons for Appeal	Documentation Required
	Illness or injury of student	Medical records showing effective dates
	Extenuating circumstances involving family	Death certificate, medical records and/or court papers with effective dates
	Legal issue	Court papers with effective dates
	Military service	Copy of military orders
	Non-attendance of all sessions of all courses	None. Verification will be done by the college.

Reason for the appeal: _____

I certify that the above information is accurate: _____

Student Signature

Attach all documentation and submit to:

MVCC Tuition Appeal
 c/o Office of Records and Registration
 1101 Sherman Drive
 Utica, NY 13501

Fax: 315.792.5698 Email: tuitionappeal@mvcc.edu

OFFICE USE ONLY Received By/Date _____ Posted By/Date _____
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Any appeals for financial aid, dormitory charges, or grades must be filed separately. Please allow at least three weeks for a decision regarding your appeal.