



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	KCC ID NUMBER
<hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> First Middle Initial Last </div>	<hr/>
<hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> Street </div>	PHONE NUMBER
<hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> City State Zip Code </div>	<hr/>
Semester of Appeal: Fall of _____ Spring of _____ Summer of _____	
Class(es): _____ <small>Class Name(s)</small>	
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I would like an: <input type="checkbox"/> Academic Appeal <input type="checkbox"/> Refund Appeal <input type="checkbox"/> 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 granted 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.