

Nashua Community College

Tuition Appeal Guidelines & Student Responsibilities

Purpose

Nashua Community College (NCC) expects all students to be aware of their enrollment and tuition status and to take appropriate and timely steps to address any changes to their schedule. The College's refund policy is published in the NCC Student Handbook. Students considering a tuition appeal are responsible for reviewing this policy prior to submission. Submitting an appeal does not guarantee approval.

Student Responsibilities

Students are responsible for understanding tuition and refund deadlines, monitoring enrollment status, withdrawing from courses when appropriate, initiating appeals themselves (appeals submitted by parents or third parties will not be considered), submitting a complete, timely, and impartial appeal packet, and considering known or recurring personal, medical, or work-related conditions at the time of registration.

Before Submitting a Tuition Appeal: Required Meetings

Before submitting a tuition appeal, students MUST meet with all of the following to discuss their situation and the appeal process:

- **Academic Advisor**, Program Coordinator, or Department Chair
- **Financial Aid Office** (if receiving financial aid), including review of Return of Title IV (R2T4) implications
- **Amy Vazifdar, Director of Student Support & Engagement**, Wellness Center, Room 202 (avazifdar@ccsnh.edu)

Tuition Appeal Form & Written Statement

Students must complete the official Tuition Appeal Form, available on the NCC homepage (scroll to the bottom → Forms & Publications → Tuition Appeal Guideline & Form).

A written statement from the student must accompany the form and include:

- Specific course(s) involved
- A clear timeline of events
- A detailed description of the exceptional circumstance leading to the appeal

Appeals must be submitted in writing by the **STUDENT ONLY**. Appeals submitted by parents or other third parties will not be considered.

Course Withdrawal Requirement

In all cases, the student must have withdrawn from the course(s) prior to filing a request for tuition appeal consideration.

Supporting Documentation Requirements

All appeals must include complete, relevant, impartial third-party documentation. Incomplete or biased documentation may result in denial.

Medical Issues (new illness or hospitalization only):

- Doctor's note on official letterhead
- Dates of illness or injury and duration of incapacitation or hospitalization

Death of an Immediate Family Member:

- Copy of death certificate or obituary

Other Exceptional Circumstances:

- Third-party documentation such as legal notices, employer letters, or multiple independent third-party statements

Timing & Submission

Appeals must be submitted within the semester attended and no later than the official end date listed on the NCC Academic Calendar. The only exception is when third-party documentation verifies that the student was physically unable to submit the appeal within the semester.

Completed appeal packets must be submitted by Friday for review at the next Tuition Appeal meeting.

Additional Eligibility Requirements

Tuition appeals will only be considered if:

- The circumstance affecting the student was not known or reasonably anticipated prior to enrollment
- The appeal has not been previously reviewed or decided

Committee Review & Notification

Students will be notified in writing of the committee's decision within 10 business days, barring the need for additional information. All decisions are final.

Contact Information

Amy Vazifdar, Director of Student Support & Engagement
avazifdar@ccsnh.edu, 603-578-8934

TUITION APPEAL FORM

Appointment with Amy Vazifdar
Date:
Time:

Student ID: _____ Last Name: _____ First Name: _____

Address _____
Street City State Zip Code

Telephone: Day () _____ Email: _____
Evening () _____

SUBJECT - COURSE COURSE TITLE # OF CREDITS

Statement of Extenuating Circumstances (attach additional pages, if necessary):
(Note: A petition arising from medical causes must be accompanied by a medical affidavit on separate physician/hospital letterhead. All petitions for nonmedical reasons must be accompanied by an appropriate supporting document.)

Student Signature:	Date:
Amy Vazifdar Signature	Date:

An appointment with Amy Vazifdar must be scheduled in order for your appeal to be considered.