



APPEAL GUIDELINES AND REQUEST FORM FOR TUITION REFUND AND/OR RETROACTIVE WITHDRAWAL APPEALS

We understand that rare and extenuating circumstances may arise affecting a student's ability to continue their education. In these cases, a student may request an appeal to the withdrawal and/or tuition refund policy and deadlines.

Examples of rare and extenuating circumstance:

- Medical conditions.
- Death/serious illness of an immediate family member.

Items that would not be considered:

- Employment obligations.
- Scheduling conflicts.
- Lack of awareness of withdraw policies and deadlines.

GUIDELINES & PROCEDURES

For tuition refunds and/or retroactive withdrawals, you (the student) need to submit all of the following to Registration & Records by the appropriate submission deadline. To qualify, you must submit a Tuition Refund and/or Retroactive Withdrawal Appeal Request Form, along with supporting documentation, to the Registration and Records Office within one calendar year of the semester end date of the courses in question. Appeals are reviewed and processed at the end of each month.

PROCEDURE

1. Complete, sign, and date the Tuition Refund and/or Retroactive Withdrawal Appeals Form (Pages 2 and 3 of this document). This form must be typed, and all required fields populated. Incomplete forms will be returned unreviewed.
2. Submit a "Student Letter of Explanation" as part of submitting this form. The letter should be a thorough explanation of the situation described by the student. Hand-written submissions will be returned without being reviewed.
3. To avoid delays, include documentation from health professionals, if applicable.
4. In cases where there was an illness or death, the time frame of the illness and any other relevant information should be included. In the case of a death, a death certificate or obituary must be included.
5. Submit all materials to regappeals@blackhawk.edu, sending the email from your BTC email account (outside emails cannot be accepted).

IMPORTANT CRITERIA

- All appeal decisions are final.
- An appeal can only be submitted for the same circumstance once.
- Incomplete forms will be returned; please provide all details, including specific courses in question ("all" will not be accepted).



TUITION REFUND AND/OR RETROACTIVE WITHDRAWAL APPEAL REQUEST

STUDENT INFORMATION

Student Name:

Student ID Number:

Student requesting (check the box for the item(s) you are requesting):

Term (example Fall 2022):

Retroactive Withdrawal

Tuition Refund

COURSE INFORMATION

List every course you are appealing.

Course Name (Course(s) must be listed. "All" is not acceptable)	Course Number

SUBMISSION & SIGNATURE SECTION

As the student requesting the above outlined appeal, I have read all the information included in this Tuition Refund and/or Retroactive Withdrawal Appeal Request Form and understand what it requires.

Student Signature:

Date:

Almost done....Complete the required Letter of Explanation on the next page.

Submit the appeal form, supporting documentation, and any letters of support you may wish to include using either method below. Incomplete forms and documentation will not be reviewed.

EMAIL

Save and attach this form with any supporting documentation to:

regappeals@blackhawk.edu
(Email must be sent from your BTC email account.)

MAIL

Save and print this form with any supporting documentation to:

Registration & Records Office
Blackhawk Technical College
6004 S County Rd G
Janesville, WI 53546



STUDENT LETTER OF EXPLANATION

Provide a complete and detailed explanation supporting your appeal request.