

### **Instructions for Submitting a Refund Appeal**

- The refund appeal is for non-academic appeals only (for example, this appeal is not used for a change of grade). For Academic Appeals, please click [here](#) to view the Academic Appeal policy and procedures.
- If the refund appeal is a result of a conflict between the student and instructor, instructional content, or instructional delivery, you will be required to complete an Academic Appeal prior to submitting a refund appeal.
- To request a refund appeal related to an academic course, you must withdraw, fail, or be administratively withdrawn from the class(es) for which you are submitting the refund appeal. No action will be taken if the course has been completed with a grade of D or above.
- A refund appeal must be submitted within one year of the date the course was taken.
- No adjustment will be made if the withdrawal was a result of disciplinary reasons.
- A written or typed letter must be submitted, detailing the reason for your appeal and must include any supporting documentation in order for the appeal to be considered.
- The responsibility for ensuring that Kellogg Community College (KCC) has received the needed documentation rests with you.
- If your refund appeal is granted and you are a financial aid recipient, including student loans, your financial aid may be reduced or removed and could result in a return of funds to the federal government. You will be responsible for repaying those funds. This includes any financial aid refunds that you have received and/or bookstore charges. You should discuss the impact of the appeal with the Financial Aid Office before submission.
- Filing a refund appeal does not relieve you of your current obligation to KCC. You are responsible for all charges assessed on your account pending a decision on your appeal.
- The appeal will be considered in a timely manner and you will be notified of the decision via regular mail at the address on file with KCC. It is your responsibility to ensure KCC has your most current address on file.

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**REFUND APPEAL FORM**

**Refund Appeal Form**

- Complete this form and submit it to the Business Office or Regional Center
- You must include a letter explaining the situation and attach appropriate documentation

NAME

KCC ID NUMBER

ADDRESS

CITY, STATE ZIP

PHONE NUMBER

Appeal is for the following semester and year: Fall of Spring of Summer of

**Checking each box below verifies that I have read, understand, and will follow each guideline:**

- I acknowledge that I have withdrawn, failed, or been administratively withdrawn from the class(es) in the semester listed above.
- Attached is a letter of explanation and the supporting documentation required for this appeal to be considered.
- I understand that I am approving KCC to conduct a thorough investigation of my account. KCC will notify me in writing of the decision regarding my appeal.
- If I am receiving any financial aid and this appeal is approved, I understand that it may reduce or cancel my financial aid. Any balance or bookstore charges will be due in full and will remain on my account until paid.
- Bookstore charges are not refundable through this appeal.
- I have reviewed the information contained in this document, and by signing below I understand the implications of my appeal.

**An incomplete application will be returned to you and will not be reviewed.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

**Refund Appeal:**  Approved  Denied  Tabled  Beyond 1 year time limit

Full Refund

Partial Refund Dollar Amount: \_\_\_\_\_

Any payment due back to student will be mailed to address on record

Letter to student sent on: \_\_\_\_\_ Employee Signature \_\_\_\_\_