

REQUIRED DOCUMENTATION MUST BE ATTACHED

Death – For the death of an immediate family member, you must submit a dated newspaper clipping, funeral notice, or certificate of death.

Medical – For a severe medical illness or serious injury involving yourself or an immediate family member, you must submit a signed doctor's statement on letterhead that specifies the date(s) medical condition began and/or worsened and whether, in the doctor's professional opinion, it warrants a withdrawal from classes. Billing statements cannot be accepted as required documentation.

Employment – For employment changes beyond your control, you must submit a signed letter from your employer on company letterhead that specifically states the dates and times of the employment changes. Accepting a position with a different employer is not a valid reason to appeal. Appeals submitted for this reason will not be accepted.

Approved medical and employment appeals are processed as follows:

- If change occurred in the first 25% of term = 75% reduction of tuition & 100% of fees
- If change occurred in the first 50% of term = 50% reduction of tuition & 100% of fees
- If change occurred in the first 75% of term = 25% reduction of tuition & 100% of fees

Registration System - For problems with the Metro registration system, you must indicate the approximate date you accessed the system in order to drop classes so that we may conduct an Information Technology investigation on your behalf.

Other - For all other appeals, you must submit all documentation possible to support your statements. The deadline to submit appeals of this type is 5:00 p.m. on the first Thursday of each month. If deadline should fall on a holiday, the appeal must be submitted by 5:00 p.m. the preceding Wednesday.

Appeal Disposition and Student Notification of Decision

You will be notified of the decision by mail. If you do not receive written notice of disposition within 30 days of submission, please contact the Office of Student Accounts at (303) 556-6188.

Special Notes on Student Health Insurance, Financial Aid and Short Term Loans

- Student Health Insurance may only be removed during current plan year when applicable.
- Students with Financial Aid may have all or a portion of their aid billed back on approved appeals.
- Approved appeals will not adjust any balance due to Short-Term Loans or Financial Aid ineligibility.

PLEASE RETURN THIS APPEAL FROM AND SUPPORTING DOCUMENTATION TO:

Metropolitan State College of Denver
The Office of Student Accounts
Central Classroom, Room 110
Campus Box 92
P.O.Box 173362
Denver, CO 80217-3362