

Full Withdrawals/Tuition Appeals

Before withdrawing from classes students should exhaust all other options. Students must consult with their professors and meet with their academic advisor before making a final decision about withdrawing from a course(s). If approved, you will be required to meet with your academic advisor or one of the College's crisis counselors to learn of available support as well as review your academic plan.

- The appeal form is not intended for partial withdrawals. It is meant for full term withdrawals. If the term includes any passing courses, the Withdrawal appeal will not be considered. If you are looking to withdraw from selected courses, please complete this yourself via Navigate.
- This form is a request to remove classes from the student's permanent record and refund charges, if possible. A student may submit this form as a **ONE-TIME APPEAL** for their charges, only if extenuating circumstances beyond the individual's control prevented them from attending classes, completing course obligations, and/or satisfying their financial obligation to the College, these exemptions should occur early in the term. After the review, if the committee doesn't feel the circumstances rise to the level of an exemption, your circumstances will be reviewed for a possible adjustment to your charges/fees.
- Appeals received more than 30 days after the end of the academic semester cannot be processed. The U.S. Department of Education mandates a specific refund calculation if the student is a financial aid recipient and has withdrawn from all coursework.
- Depending on the financial aid that has been received, the student may be responsible for repaying some or all of the aid to the College if the request is approved.

It can take up to 30 business days for the committee to review and process your request. After a comprehensive review, students will be notified of the decision via the email address listed on this form as well as their NSCC email.

Students will also be notified if their appeal is incomplete and requires additional information. It is the student's responsibility to monitor their email and reply to correspondence in a timely manner.

All documentation will be kept confidential.

To move forward with the process, please make an appointment with your advisor, or email: advising@northshore.edu