



STUDENT REQUEST FOR AN EXCEPTION TO THE REPEAT FEE

Name: _____

For: _____
Semester / Year

CFCC ID# _____

Telephone Number: Daytime: _____ Home: _____ E-mail _____

I. Which campus are you attending? (circle one) **Ocala** **Citrus** **Levy**

II. Prep course for which you are requesting an exception:

(Check all that apply)

- _____ College Prep Math MAT 0012C Section _____
- _____ College Prep Algebra MAT 0024C Section _____
- _____ College Prep English I ENC 0001C Section _____
- _____ College Prep English II ENC 0010C Section _____
- _____ College Prep Reading I REA 0001C Section _____
- _____ College Prep Reading II REA 0002C Section _____
- _____ Other Course Number _____ Section _____
- _____ Other Course Number _____ Section _____

Please remember a statement from explaining the circumstances of the situation is REQUIRED; however, that alone is not sufficient. Other supporting documentation must be attached. (See reverse side of form for examples of documentation).

III. Describe the effort you were making to succeed in the class (e.g., attendance, assignments, etc.). Use additional page if necessary

IV. Are you claiming financial hardship? ___ Yes ___ No
Official *documentation and explanation* **MUST** be attached. (See reverse side of form for examples of documentation).

V. Are you claiming an extenuating circumstance? Check all that apply. *Documentation* **MUST** be attached.
(See reverse side of form for instructions/examples).

- _____ Illness confirmed by a physician _____ Death or serious illness of an immediate family member
- _____ Call to military duty _____ Change initiated by the college
- _____ College error _____ Other (Please explain below or on an additional page.)

Please submit this application with appropriate documentation to the Enrollment Services Center, Ocala Campus, Bldg. 5-102; or Ms. Marnie Baird, Citrus Campus, Bldg. L1.

I certify the above and attached information is true to the best of my knowledge and I have read the information on the reverse side of this form.

Signature of Student

Date

Enrollment Services Center use only:
___ Is the appropriate documentation for the request attached? ES Initials: _____ Date: _____
___ Is this truly a third attempt (or greater) for this course(s) at CFCC since 1997?

Office of Admissions and Records use only:
 Approved Denied ___ Supporting Documents: _____

Registrar's Signature: _____ Date of Decision: _____
Processed by: _____ Date Processed on: _____

STUDENT REQUEST FOR AN EXCEPTION TO THE COLLEGE PREP OR COLLEGE LEVEL REPEAT FEE INFORMATION FOR STUDENTS

If you are planning to petition for an exception to the state law that mandates a person pay tuition equal to “full cost of instruction,” you must supply documentation supporting your reason for petitioning for the exception. The following examples may give some assistance as you gather your documentation. **You are expected to write a letter or detailed account of why you are petitioning for the exception AND attach additional supporting documentation. Without additional supporting documentation, your petition for exception may not be approved. You will need to build your case using official documents that support your request.** (See examples below.)

FINANCIAL HARDSHIP - BUT DO NOT HAVE A “NEED-BASED” FINANCIAL AWARD (Section IV of form)

It is the student’s responsibility to document why paying the “full cost of instruction” would cause financial hardship. Some examples of official documents that may help support your request: 1) *last year’s tax return*, or 2) *your paycheck stub and documentation of your monthly expenses*, or 3) *unique expenses that have created an extreme financial burden and documentation of income*.

STUDENT ILLNESS AND/OR ILLNESS OR DEATH OF A CLOSE FAMILY MEMBER (Section V of form)

If circumstances related to this category have occurred and have prevented you from being successful in a course, you must explain how your performance was adversely affected **and** official documentation must also be attached. Examples of documentation include, but are not limited to: 1) *Correspondence from a physician*, 2) *documentation including medical diagnosis*, 3) *hospital invoices*, 4) *death certificates*, etc.

CALL TO MILITARY DUTY (Section V of form)

A copy of official military orders must be attached.

OTHER (Section V of form)

Other circumstances that have affected your performance **might be** 1) *a divorce*, 2) *loss of a job*, 3) *legal entanglements*, 4) *domestic violence*, etc. In any such case, official documents or official correspondence from an authority involved in the circumstances **MUST** be included with your petition for exception.

Note:

- CFCC is interested in helping you; however State Law must be followed as well. Providing the kinds of documents suggested above is a necessary part of the petition process.
- **Remember: If you need to file a petition to repeat a course, the only reason that the law will consider acceptable will be “financial hardship.”**
- Circumstances in your life that have occurred and have diverted your attention from attending class and/or studying the material on a regular basis are the kinds of situations that may be considered “extenuating circumstances.” “Extenuating circumstances” are generally unforeseeable by the student.
- **Neither lack of understanding of the course material, nor being slower to learn than was necessary to be successful in the course is considered an extenuating circumstance. State law did not view these situations as extenuating circumstances when allowing for the petition for an exception to paying tuition equal to “full cost of instruction”. Do not list reasons such as these in your petition.**

Reminder: Repeat of courses the third time, if allowed, mandates the tuition be at “full cost of instruction” unless an Exception is applied for and approved. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class.