



REFUND APPEAL FORM

Directions: **Your appeal must be submitted to the Bursar’s office (QC) or Enrollment Services (EC) prior to the end of the current semester. The completed form can be e-mailed from your myBHC email address to bursar@bhc.edu.** No appeals will be granted after the end of the semester. No refunds are granted if student is dismissed for disciplinary reasons. Final appeal decisions will be made by an appeals committee. You will receive an email informing you of the outcomes of your appeal via your myBHC email address.

Please be aware that financial aid may be negatively impacted when tuition refund appeals are approved – while tuition is reduced, so is financial aid eligibility, which can result in a balance due to the college. It is strongly recommended that students who received financial aid (grants, loans, scholarships, etc.) contact the Financial Aid Office before submitting their appeal to understand how a tuition refund may or may not impact their eligibility and current balance due.

If you are requesting an appeal for Medical Withdrawal or Military Called to Active Duty, see Enrollment Services.

This Refund appeal must be for the current term only and must be submitted no later than the last day of the semester in question. Previous semesters are not eligible for refund appeal consideration.

Student ID:900-		Email: _____@student.bhc.edu	
First Name: _____		Middle Initial: _____	Last Name: _____
Street Address: _____			
City: _____	State: _____	Zip code: _____	Phone: _____
Semester being appealed: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Minimester <input type="checkbox"/> Spring			
Courses (Example: ENG 101)			
1. _____		4. _____	
2. _____		5. _____	
3. _____		6. _____	

*****Please provide the rationale for your appeal on the next page.*****

*****Please provide the rationale for your appeal here.*****

If additional space is needed please add papers.

For Office Use Only

Committee Decision:	
Rationale:	
Signature:	Title: