

Mitigating Circumstances Appeal

Eligible students may file a Mitigating Circumstances Appeal with the Executive Director of Enrollment to be considered for a complete withdrawal outside of the published withdrawal deadlines and/or to receive a partial refund of tuition, mandatory fees, and course fees.

Mitigating circumstances are catastrophic, unanticipated, and life altering events that are beyond a student's control. These circumstances prohibit the student from continuing to be enrolled during a semester.

Mitigating Circumstance Appeals must be submitted no later than 90 days following the final instructional day of the semester during which the mitigating circumstances occurred. Barring extraordinary circumstances, an appeal will only be granted to an individual student one time. This appeal is not the appropriate venue to resolve or appeal academic matters.

Further criteria for eligibility:

- The mitigating circumstances prevented the student from remaining enrolled in the semester, and/or from meeting the withdrawal deadline.
- The mitigating circumstances took place before the final day of the semester.
- For all medical and health-related appeals, the student must supply documentation on the medical provider's letterhead certifying that the student could not complete the semester and confirming the health-related mitigating circumstances with the dates that verify the onset and/or worsening of the condition(s).
- A Mitigating Circumstances Appeal has no bearing on a student's financial aid appeal. If applicable, a financial aid appeal must be filed separately with the Financial Aid Office.

PROCEDURE

1. Provide a written statement that outlines the reasons you believe your appeal merits approval.
2. If the mitigating circumstance involves medical reasons provide the appropriate notification, as listed above, from your medical provider.
3. Submit the completed form and required documentation to the Executive Director of Enrollment.

Student Name: _____ Student ID#: _____

REQUIRED SIGNATURE:

Student Signature: _____ **Date:** _____

Did you receive financial aid (loans or grants) or scholarships in the term in which you are requesting a retroactive withdrawal? **YES** **NO**

Were you a veteran receiving veteran's benefits in the term in which you are requesting a retroactive withdrawal? **YES** **NO**

For office use only

EXECUTIVE DIRECTOR OF ENROLLMENT REVIEW AND SUBMISSION:

_____ Approved

_____ Denied

If approved, please specify percentage of refund:

PERCENTAGE OF REFUND (circle one)

100%

90%

50%

0%

Executive Director of Enrollment Signature: _____ **Date:** _____

This form and student documentation will be submitted to the Helena College Registrar's Office by the Executive Director of Enrollment.

APPEAL: If a student is denied mitigating circumstances, an appeal can be made to the Dean/CEO of Helena College University of Montana.