

FINANCIAL PETITION

A student may submit a financial petition if extenuating circumstances occurred preventing the student from completing coursework for a term. The financial petition process can be used to request a tuition and fee adjustment after the published deadline due to these circumstances. Any grades received and recorded on the student's transcripts will not be affected by this process and will remain a part of the student's academic record.

All requests must be completed within 6 months of the end of the semester that is being petitioned and include:

- ❖ The Financial Petition cover page
- ❖ A typed explanation of the extenuating circumstances
- ❖ Any relevant supporting documentation (letter from health professional, death certificate, military orders, etc.).
All medical documentation should be originals, on official letterhead and signed by a licensed professional.

An incomplete appeal will be denied. In addition, please be aware of the following:

- ❖ Completing the appeals process does not guarantee an adjustment or approval.
- ❖ It is the student's responsibility to drop/withdraw from courses within the published deadline. Failure to withdraw is not considered an extenuating circumstance.
- ❖ Any adjustment to the charges on a student's account may impact the amount of financial aid received for that term, which could result in the student owing the College money. It is strongly suggested that you meet with a Financial Aid Representative before you file an appeal.

The Financial Appeals Committee meets monthly to review petitions. Once a decision is made, an email will be sent to your MassBay email. If you prefer a letter sent to your home address on file please check here. ☐

Your financial appeal should be submitted to studentaccounts@massbay.edu. Documentation will not be returned and all records will remain confidential.

Please Print Student Information

Last Name _____ First Name _____ ID# _____

Current Address _____
street city/state/zip code

Cell phone # _____ Home # _____

Applicable Semester _____

Course(s) I am requesting a financial appeal for:

Course Number	Subject Code	Section	Course Title	Last Date of Attendance

By signing below, I acknowledge that I have read and understand the Tuition Appeal Policy.

Student Signature _____

Date _____