

# Quinebaug Valley Community College

## Refund Appeal Process

*(Updated August 2022)*

### ***About Refund Appeals***

Beginning in the Summer 2021 term, all appeals for refunds of tuition and/or fees are reviewed by a Refund Appeals Committee at the CT State Colleges and Universities System Office.

Students may only appeal for refunds from courses in which they have officially withdrawn.

Appeals must fall under one of the following categories to be considered by the Refund Appeals Committee:

- Documented medical emergency
- Documented personal emergency
- Documented military relocation or deployment
- Incorrect advisement for the program of study

### ***Timeframe to Appeal***

Appeals are expected to be submitted during the term for which the appeal is being made.

Students may NOT appeal for refunds for courses that occurred in a prior academic year.

### ***Appeals Process***

All appeals must include the Refund Appeal Form.

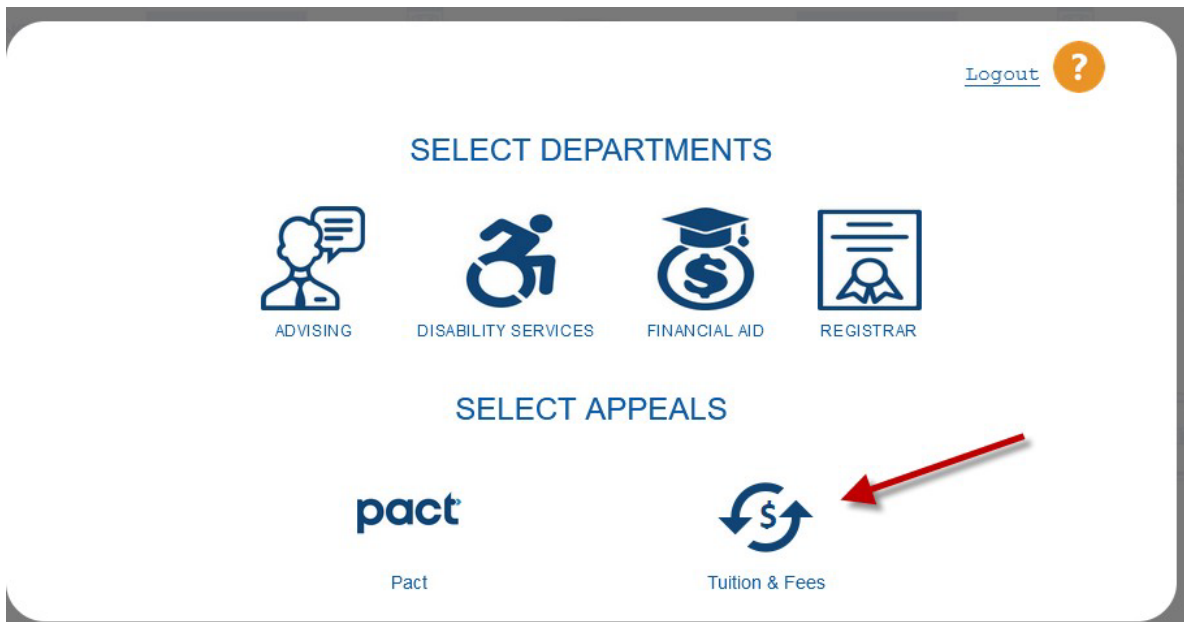
Remember that your transcript must show that you withdrew from the course(s) prior to your appeal for a refund.

Each appeal must contain supporting documentation to substantiate the appeal. This may include:

- A medical professional's note
- Hospital discharge documentation
- Obituary or death certificate
- Military deployment
- Other documentation on a case-by-case basis

The Refund Appeal Form and documentation must be uploaded through the CSCU Secure Portal:

1. Log in at <https://cscu.easy-forward.com/>
2. Select Quinebaug Valley Community College
3. Select the appeal type "Tuition & Fees"



4. Browse or drag files
5. Click "Submit" to upload the files

