

TUITION/LATE WITHDRAWAL APPEAL

This process has been designed to address extenuating circumstances that have occurred during a semester that has prevented the student from completing their studies. Extenuating circumstances are defined as a non re-occurring event that was beyond the student's control such as accidents, legal or other catastrophic and unforeseen events.

Appeals can be granted only on grades of "W". If you have "E" grades, you must appeal through Academic Standing which is located in the Center for Academic Planning and Student Success, Room A-118.

These appeals are done on the most current academic year of Fall and Spring semesters **only**. Summer sessions are not included. Documentation to support your appeal must be included along with a copy of your unofficial transcript. This is a one-time process. If your appeal is granted, you will not be eligible to apply in the future.

Please complete the attached form in its entirety and include any supporting documents. You may drop your appeal at the Registration Center (A-129) or mail to the following address:

Bergen Community College
Tuition/Late Withdrawal Appeals Room A-129
400 Paramus Road
Paramus, New Jersey 07652

Responses to your appeal will be made within a 2-4 week period. Students will be notified via USmail.

