

WN Appeal Request

It is the student's responsibility to drop any unwanted classes by the published drop with refund dates. These dates are available by accessing StudentCenter from the myCLC student portal. Students can view the dates under "Enrollment Deadlines" for each class. Instructions on how to view these dates are available <http://dept.clcillinois.edu/adr/FindClassDates.pdf>

The college's full withdrawal and refund policy is available at <https://www.clcillinois.edu/paying-for-college/withdrawals-refunds>

Beginning with the spring 2020 term, students may request a tuition and fees adjustment for classes that the student enrolled in but did not begin attending. Appeals are reviewed on a case-by-case basis and approval is generally given one time for one term during a student's academic career at College of Lake County. Courses paid by any form of financial aid are not eligible for a tuition adjustment. Students will be notified by email to their CLC student email account of the result.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcillinois.edu Phone: _____

I am requesting a tuition and fees adjustment for the following courses with "WN" grades:

Term: _____

Course 1: _____ Class #: _____

Course 2: _____ Class #: _____

Course 3: _____ Class #: _____

Course 4: _____ Class #: _____

Course 5: _____ Class #: _____

Reason for Non-Attendance:

I have read the information listed on this form. I understand that, if approved, the "WN" grades will remain on my academic record, but any tuition and fee charges associated with the classes will be reversed.

Student Signature

Date

Approved _____

Yes No Reason

Signature

Date