



## River Parishes Community College

### Tuition Increase / Fee Hardship Waiver

#### **1. Purpose**

To publish a process for student tuition/fee hardship appeals, which includes the Academic Excellence Fee and the Operational Fee when specified by legislation.

#### **2. Applicability**

This policy and its procedures apply to students who are pursuing tuition/fee hardship appeals in accordance with specified legislation.

#### **3. Eligibility Requirements**

**A.** When legislation for a fee or tuition increase specifies that students may apply for tuition/fee hardship waivers, the College provides an opportunity for students to appeal the fee or tuition increase. *Tuition/fee hardship waivers are allowed for only when specified by legislation.*

**B.** Students wishing to file an appeal must have completed a Free Application for Federal Student Aid (FAFSA). This federal financial aid process will determine individual student financial need. If the student receives grants, scholarships, and/or waivers in an amount that meets or exceeds tuition, then the appeal will be closed. If the student has no eligibility for need-based aid, the appeal will be closed unless the student can document very unusual circumstances.

#### **4. Criteria for Hardship Appeals**

**A.** The criteria the Hardship Appeals Committee, an ad hoc committee composed of Student Financial Assistance Office and Controller's Office representatives appointed by the Assistant Vice Chancellor/Controller, will use in making its determination will be based on the income and need tables or indexes as established by the federal financial aid assessment process. For example, factors such as the student's dependent or independent status, income, number of dependents, and number of enrolled credit hours, etc., will be considered.

**B.** Specifically, students who wish to submit hardship appeals must:

- Be a Louisiana resident;
- Have already filed a FAFSA and received an award letter from the RPCC Office of Financial Aid;
- Have registered for a minimum of 6 credit hours and paid at least 50% of the tuition, before submitting an appeal;
- File the application for a waiver due to financial hardship by the official withdrawal date for the semester; and
- Provide documentation of extenuating circumstances, as applicable.



River Parishes Community College

Tuition Increase / Fee Hardship Appeals Form

Important: Students may only appeal a fee or tuition increase if the appeal is specified by legislation.

Semester: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Cell

Which fee(s) or tuition increase(s) are you appealing? Include financial amount.

[Empty box for detailing fees or tuition increases]

- Please attach a letter describing the circumstances for which this fee or tuition increase is causing a financial hardship. Also attach documentation of these circumstances.
• Requests without proper documentation and formal letter will be returned.

I certify that I (1) am a Louisiana resident; (2) have already filed a FASFA and received an award letter from the RPCC Office of Financial Aid; (3) am registered for a minimum of 6 credit hours and have paid at least 50% of the tuition before submitting this appeal; and (4) must provide documentation of extenuating circumstances.

I understand that (1) if I have a financial aid appeal pending, it can delay or nullify processing of my appeal; (2) if I receive aid and/or other awards, they must not cover the entire cost of tuition and fees; and (3) if I do not receive aid, I must describe and prove extenuating circumstances.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If granted, the waiver is applied to the student's account no earlier than after the official enrollment date of each semester.

For office use only: \_\_\_\_\_ hours earned at RPCC \_\_\_\_\_ total hours earned \_\_\_\_\_ hours currently enrolled
Waiver Granted: \_\_\_\_\_ Yes \_\_\_\_\_ No Signature of Campus Official: \_\_\_\_\_