



Financial Services Appeal Form

You may appeal your late fees, returned item service charges, or default holds if you have mitigating circumstances.

A Financial Services committee will review your appeal and you will be notified of the appeal decision in writing. You must submit documentation to show why you were affected by mitigating circumstances beyond your control and that you have taken necessary steps to prevent a reoccurrence. **The decision of the committee will be final and may not be further appealed.**

If your appeal is approved for late fees or returned item service charges, monies paid for those items will be refunded to you. If your appeal is approved for default holds, those holds will be released from your account.

If your appeal is denied, you will be bound by all policies and procedures of college policy.

Instructions:

1. You **MUST** have paid all financial obligations to the college in full.
2. You may appeal for the current session or the next upcoming session only.
3. Complete and return your appeal with the required documentation to the Business Office on your campus.
4. Please allow **approximately** two weeks for processing. You will be notified in writing of the committee's decision. Appeals submitted within two weeks of the start of a session will take longer to review, as the committee has limited availability during that time.

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|--------------------|---|--------------|
| East Campus | 701 N. Econlockhatchee Trail, Orlando, FL 32825 | 407-582-2225 |
| Osceola Campus | 1800 Denn John Lane, Kissimmee, FL 34744 | 321-697-4130 |
| West Campus | 1800 S. Kirkman Road, Orlando, FL 32811 | 407-582-1200 |
| Winter Park Campus | 850 W. Morse Blvd., Winter Park, FL 32789 | 407-582-6055 |

Financial Services Appeal Form

1. Name: _____ V# or SS#: _____
Address: _____
Home Phone: _____ Email address: _____

2. What session are you appealing for?
_____ Fall (September – December)
_____ Spring (January – April)
_____ Summer (May – August)

3. What are you appealing?
_____ Short Term Loan/VA Deferment default hold
_____ Short Term Loan/VA Deferment late fee
_____ Returned item/Non-sufficient funds service charge
_____ Late registration fee

4. What extenuating circumstances prevented you from meeting the requirements? **Please note that if you do not attach any documentation, your appeal will be denied.**
_____ Illness during the term (attach letter from doctor)
_____ Illness of immediate family member during the term (attach letter from doctor)
_____ Death of immediate family member during the term (attach copy of death certificate)
_____ Other (explain & attach documentation) _____

5. Certification:
_____ The information I have provided is correct to the best of my knowledge.
_____ I have attached all documentation needed for my appeal.
_____ I understand that I will be notified in writing of the committee's decision.

Signature

Date