



## **REVIEW OF CHARGES/REDUCTION IN TUITION REQUEST PROCESS**

### YOUR PART

1. Submit your request and include in as much detail as possible the circumstances surrounding your request. If the reasons for withdrawal were medical or personal in relation to a death or tragedy, please include documentation regarding the incident (hospital bill, doctor's note, obituary, etc.)
2. Make sure that you indicate your student status: seeking to return, not seeking to return, or undecided.
3. In your request, if you are seeking to return to Northern, indicate how you intend to pay for your next semester. Third Party Payment, Financial Aid, Out of Pocket are all reasonable answers. If you are using a third party payer, attach a copy of your documentation to the request showing approval for their payment. If you're seeking to use Financial Aid, please provide proof that you submitted your FAFSA for the aid year in which you're applying to Northern (this can be the confirmation email FAFSA sends to you.) If you're paying out of pocket, explain how you intend to make your payments for the upcoming semester (pay in full, 4-installment payment plan, etc.)
4. If you are undecided about your return to Northern, please indicate why you are unsure about your return.
5. **PLEASE INCLUDE YOUR CURRENT ADDRESS AND CONTACT NUMBER**—this is how we will notify you of our decision. A copy of this decision will be sent to your Northern student email. If you need help accessing your portal, you may contact the Service Center.

### OUR PART

Once you have submitted your request at your local campus or by email to [wvnccbusinessoffice@wvncc.edu](mailto:wvnccbusinessoffice@wvncc.edu), we diligently try to meet with the committee and make decisions on requests within 7-10 business days. For an update on your request, you may contact your local campus service center or call the Business Office. A formal notice will be sent to you via student email and paper letter. **If you wish to have your determination email sent to a personal email address, note that email address on the request document.**

Wheeling Campus Service Center- [304.214.8839](tel:304.214.8839) (Margaret DeCola)

New Martinsville Campus Service Center- [304.510.8762](tel:304.510.8762) (Bob Gibb)

Weirton Campus Service Center- [304.723.7508](tel:304.723.7508) (Tina Edwards)

WVNCC Business Office- [304.214.8811](tel:304.214.8811) (Ashley Ramsden)



## REQUEST FOR REVIEW OF CHARGES

|               |  |                 |  |
|---------------|--|-----------------|--|
| STUDENT NAME: |  | STUDENT ID/SSN: |  |
|---------------|--|-----------------|--|

LAST, FIRST MI

|          |        |
|----------|--------|
| Address: | Phone: |
|          | Cell:  |

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| TERM TO BE REVIEWED: |  | BALANCE DISPUTED: |  |
|----------------------|--|-------------------|--|

|   |  |                  |  |                |   |
|---|--|------------------|--|----------------|---|
| Reason for request (Check all that apply) | <input type="checkbox"/> Personal<br><input type="checkbox"/> Medical<br><input type="checkbox"/> Withdrawal/Financial Aid Recalculation<br><input type="checkbox"/> OTHER | Charges Disputed | <input type="checkbox"/> Tuition<br><input type="checkbox"/> Fees<br><input type="checkbox"/> Tuition and Fees<br><input type="checkbox"/> OTHER CHARGES | Student Status | <input type="checkbox"/> Seeking to return<br><input type="checkbox"/> <b>Not</b> seeking to return<br><input type="checkbox"/> Undecided |
|---|--|------------------|--|----------------|---|

REASON FOR REQUESTED REVIEW/DISPUTE: (attach additional documentation as needed)

|                    |  |       |
|--------------------|--|-------|
| STUDENT SIGNATURE: |  | DATE: |
|--------------------|--|-------|

### FOR INTERNAL USE ONLY

|                       |  |       |
|-----------------------|--|-------|
| AUTHORIZED SIGNATURE: |  | DATE: |
|-----------------------|--|-------|

Approval      Amount approved:       Denial

Additional details/notes:

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