



## REQUEST FOR TUITION ADJUSTMENT FORM

### STUDENT INFORMATION

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

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

Student ID Number: \_\_\_\_\_

Telephone Number: Home Cell: \_\_\_\_\_

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

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

A request for Tuition Adjustment Form must be submitted to the Tuition Adjustment Committee in the Vice President of Enrollment Management and Student Affairs Office as soon as possible, but no later than one year after the incident. Only tuition, general service fees, and technology fees are refundable. Specific course fees and deposits are non-refundable. No appeal of Bookstore charges will be allowed.

You must submit an appeal in writing **including supporting documentation** to: Tuition Adjustment Committee, Luzerne County Community College, 521 Trailblazer Dr., Nanticoke, PA 18634 or by email to [Inovitski@luzerne.edu](mailto:Inovitski@luzerne.edu). Please make copies for your records, the College will not return your documentation.

Please be aware that if Financial Aid has been paid to your account, you may owe funds to the College or may have to repay any financial aid you received.

*I declare the foregoing to be to the best of my knowledge and belief, an accurate statement of facts. It is understood that any false statement(s) may be sufficient reason for dismissal of my request.*

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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*College Official Use only*

Committee Approved \_\_\_\_\_ Committee Denied \_\_\_\_\_ Date \_\_\_\_\_