



MADISON COLLEGE

Tuition Refund Under Special Circumstances Appeal

At the time of a qualifying event, students are encouraged to work with their instructors to see if arrangements can be made to complete class work. If situations outside of a student's control require them to drop their classes, the student may apply for a possible partial refund (60%) of tuition.

If you have already been granted a Tuition Refund Under Special Circumstances, you are not eligible to submit another request for the same reason. If you drop your classes within the refund period, you will receive the appropriate refund as determined by the WTCS Refund Policy and will not qualify for an additional refund via the Tuition Refund Under Special Circumstances process.

A QUALIFYING CIRCUMSTANCE WILL BE ONE OF THE FOLLOWING:

- Death of an immediate family member. Official death certificate or obituary is required.
- Medical emergency for self or dependent. Medical is defined to include both physical and mental health of the student/dependent. Please have the patient's medical provider complete the attached Medical Documentation form.
- Military obligation with notification received after classes began that prevented attendance for a significant percentage of class meetings. Signed notification, including the duration of the obligation, is required.
- Victim to a crime. Submit police report, letter from social worker, clergy, counselor or doctor.
- Other significant life altering situations (public health crisis, destruction of home, national emergency). Submit appropriate supporting documentation for situation (insurance documentation, letter from crisis support agency, etc).

THE FOLLOWING ARE NOT GROUNDS FOR A TUITION REFUND UNDER SPECIAL CIRCUMSTANCES:

- Past Due Account Balance - While the request is being reviewed, students submitting a Tuition Refund Under Special Circumstances are still responsible for past due account balances by the tuition due date.
- Failure to Drop Classes - Students are responsible to drop their classes in a timely manner.
- Situations that are Academic in Nature - If the situation is related to coursework and/or instruction, please refer to
- Student Conflicts, Complaints and Concerns at madisoncollege.edu/student-concerns.
- Failure to Receive an Invoice - It is the responsibility of the student to keep contact information current in their myMadisonCollege Student Center. Students must pay tuition and fees by the due date stated on their invoice.
- Inability to pay - Course registration created a financial obligation to Madison College.
- Military obligation with notification received before classes began - Students who receive notice of military obligations prior to the start of classes are responsible for making arrangements with faculty or dropping classes before they begin
- Wage/Tax Interceptions - Past due balances do not qualify.

POSSIBLE IMPACT RESULTING FROM A GRANTED TUITION REFUND UNDER SPECIAL CIRCUMSTANCE:

Financial Aid: Students who received financial aid and were granted a Tuition Refund Under Special Circumstance may still need to complete the financial aid appeal process. More info can be found at madisoncollege.edu/appeal-process.

Veterans Benefits: If the student is receiving veterans educational benefits, a Tuition Refund Under Special Circumstances refund may result in repayment. Veteran students who have been called to active duty should review additional information at madisoncollege.edu/military-activation.

SUBMISSION INSTRUCTIONS:

A Tuition Refund Application must be submitted by the student before the following deadlines, or the student forfeits the right to apply. For a Tuition Refund application that occurred in the:

- Fall: February 15
- Spring: July 31
- Interim or Summer: September 30

Please allow 60 days to research and process a Tuition Refund Under Special Circumstances application. Any determinations will be communicated via paper letter to the mailing address provided by the student.

Submitting a Tuition Refund application does not extend the tuition due date. Students are responsible for payment of fees owed by the deadline. Past due balances restrict course registration and must be paid in order to register for future classes while the Tuition Refund application is reviewed. If granted, a partial refund (60%) will be issued. Once a past due balance has been sent to Collections, the student must work with that agency.

Submit completed packet in one of the following ways:

In-person (preferred): Enrollment Services - Truax Campus, Rm. A1000 or any regional or metro campus

Fax: (608) 243-4353

Mail: Enrollment Services, Madison College, 1701 Wright Street, Madison, WI 53704

Questions? For assistance with this form, call Enrollment Services at (608) 246-6210 or visit in-person.



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Tuition Refund Under Special Circumstances Application

Student academic success is important to us at Madison College. When a student enrolls in classes, they make a commitment to participate and attend classes.

Students who have completed 75% or more of a class should talk to their instructor about getting an Incomplete grade. If you still find it necessary to drop your classes after the refund period but do not qualify for an incomplete, you may apply for a Tuition Refund Under Special Circumstances Appeal for a partial (60%) refund.

As part of this process, students are strongly encouraged to speak with a Madison College counselor to discuss options. Counseling Services can be reached at (608) 246-6076.

STUDENT INFORMATION

Student ID or Date of Birth (required) _____ Email _____

Name _____ Phone _____

Mailing Address (Street, Apt., City, State, Zip) _____

Academic Year _____ Term Fall Spring/Interim Summer

Did you receive financial aid for the identified term? Yes No

Did you receive veterans benefits for the identified term? Yes No

REQUESTS DUE TO MILITARY ACTIVATION ONLY:

Please drop the student from the classes below, effective today.

QUALIFYING CIRCUMSTANCES

Check a box(es) below and attach supporting documentation. If documentation is not submitted and/or does not support your circumstance, your appeal will not be reviewed.

- Death of immediate family member: submit copy of death certificate or obituary. Indicate relationship: _____
- Medical emergency for self or dependent: submit the enclosed Medical Documentation Form.
- Military Obligation with notification received after classes began: submit military orders showing dates to report.
- Victim to a crime: submit police report, letter from social worker, clergy, counselor or doctor. *Please note, we are mandated reporters and any information submitted may be shared with Public Safety for Clear Reporting.
- Other life altering event; submit documentation of insurance claim, crisis support agency, etc.

Concerns regarding the refund policy can be expressed at <https://madisoncollege.edu/concerns-complaints>.

For billing questions/concerns, contact Financial Operations at (608) 259-2940 or Bursar@madisoncollege.edu.

For enrollment questions, contact Enrollment Services at (608) 246-6210 or EnrollmentServices@madisoncollege.edu.

CLASS INFORMATION

Class Number (5 digits)	Class Title	Last Date of Attendance	Did you notify the instructor?

I understand that failure to supply truthful, adequate and complete information on this application or supporting documentation will result in a denial of the request with no further rights to appeal and that all student refunds are made in compliance with Wisconsin College Technical System refund policy.

Student Signature _____ Date _____

OR: Power of Attorney Signature* _____ Date _____

Power of Attorney Name _____

*Requests from a power of attorney requires legal documentation of possession of power of attorney at the time the request is submitted.

Truax, Regional & Metro Staff only - Date stamp, initial and email to intake@madisoncollege.edu

Date Received _____ Staff Initials _____



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Tuition Refund Under Special Circumstances - Medical Documentation

To be completed and signed by a licensed healthcare professional who diagnosed and treated the patient. If counseling support was sought at Madison College, the Madison College Counselor you have been working with may complete the form or provide a written statement on your behalf. For assistance, contact Enrollment Services at (608) 246-6210.

INSTRUCTIONS

Your patient (or patient's guardian) is a student of Madison Area Technical College who is applying for a Tuition Refund Under Special Circumstances that may result in a partial refund of their tuition due to circumstances beyond their control. Please fax completed form to Enrollment Services at (608) 243-4353.

STUDENT INFORMATION

Name _____ Student ID or Date of Birth _____

Is the student the patient or guardian of the patient? Patient Guardian

If guardian, please state relationship to student: _____

HEALTHCARE PROVIDER INFORMATION

Date of initial appointment: _____ Date of initial diagnosis: _____

Dates of follow-up appointments: _____

Was the patient admitted into the hospital? Yes No If yes, give dates: _____

Was the patient (if student) advised not to work? Yes No If yes, give dates: _____

Was the patient (if student) advised not to attend school? Yes No If yes, give dates **(REQUIRED)**: _____

If no, did the student's medical condition reasonably prevent him or her from attending class and/or completing coursework for an extended period of time? Yes No

Is the patient able to return to school? Yes No

How did the patient's diagnosis impact their ability to carry out their job responsibilities or school work? For pre-existing conditions, did the changes that occurred within the term prevent class attendance?

SIGNATURE & AGREEMENT

By signing below, you are attesting that the patient was seeking and receiving the proper care, following the proper protocol and medical provider's orders, and was in no way able to attend and/or participate in classes during the duration noted above. You may be contacted for additional information.

Signature _____ Date _____

Name _____ Title _____

Organization _____ Phone Number _____

Truax, Regional & Metro Staff only - Date stamp, initial and email to intake@madisoncollege.edu

Date Received _____ Staff Initials _____