

OFFICE USE ONLY	
NCC ID# _____	TERM CODE _____
LNAME: _____	
FNAME: _____	

PETITION FOR NON-MEDICAL TUITION CREDIT (NTC)

PURPOSE: The purpose of this petition is to provide a procedure for a student to be considered for a non-medical tuition credit including tuition and fees, when faced with an eligible reason for tuition credit as listed on Page 2. Credit will **not** be approved for accounts not paid in full or for reasons listed below or deemed ineligible by the College. A tuition credit does not alter the grade record. A tuition credit is non-transferable and non-refundable. Students will be considered for a tuition credit one time during their education at NCC. Multiple requests will not be considered. **STUDENT INSTRUCTIONS:** Complete sections 1-4 and submit to the Bursar's Office, Main Campus. **ALL BOXES MUST BE CHECKED. Incomplete applications will be denied.** Please be aware that not every situation will qualify for a tuition credit and that filing a petition does not ensure that a tuition credit will be approved. The Petition for Non-Medical Tuition Credit does not cover short-term loans, bookstore charges, academic fees and charges for housing and meals. **If your account is not paid in full or your reason is not eligible, your petition will be denied.**

SECTION 1: Student Information (to be completed by student)

Date of Petition _____ NCC ID#: _____
MM / DD / YYYY

Student's Name: _____ Phone #: (____) _____
Last First MI (Best number to reach you)

Mailing Address: _____
Street/PO Box APT City State Zip

Have you ever petitioned for non-medical tuition credit in the past? YES NO

Petitions for a non-medical tuition credit will NOT be considered for:

- Prior term – inquiries must be made by the deadline for the respective term: Spring= June 30, Summer=Sept. 15, Fall=Jan. 30
- Failure to attend, successfully complete or to officially drop class. Petition for lost drop forms will be denied.
- Voluntary or Involuntary work-related conflict (i.e. dismissal, layoff, work hours/responsibility change, transfer, etc.)
- Perceived NCC Web Error/Failure; not having your online password. (Student expected to call Records Office immediately).
- Military Enlistment or Training Exercise Requirement
- Death of a non-immediate family member*
- Choice to attend another institution; and/or NCC credits failing to transfer to another institution
- Financial hardship; and/or balances owed as a result of a reduction of a student's financial aid award for any reason
- Administrative Withdrawal (College initiated withdrawal for nonattendance, suspension, or disciplinary reasons)
- Loss of child care or transportation
- Incarceration/parole violation
- Lack of awareness or perceived unfairness of NCC's Refund Policy and/or deadlines, which are published in the College Catalog, Student Handbook, online at www.northampton.edu, and provided with the Schedule/Bill.



*Immediate Family Members include: spouse/partner, father, mother, child, foster child, stepchild, sibling, stepsibling, stepfather, stepmother, mother-in-law, father-in-law, or other person living with the same household as the student.

1. Is your petition related to one of the reasons listed above? YES NO
 If yes, **STOP** You are **NOT** eligible for consideration of NTC
2. Is your petition related to the assignment of class grades, academic level placement, curriculum or academic dishonesty? YES NO
 If yes, **STOP**. This is **NOT** covered by the NTC Procedure. Refer to the Academic Appeals Policy in the College Catalog.
3. Is your petition specifically related to the class such as dissatisfaction with instruction style Or class content or perceived discrimination? YES NO
 If yes, **STOP**. This is **NOT** covered by the NTC Procedure. Consult with the Academic Dean or their Designee at your campus.
4. Is your petition related to your having a serious illness or accident which prevented you from completing the semester? YES NO
 If yes, **STOP**. This is **NOT** covered by the NTC Procedure. Complete and submit the Request for Tuition Credit for Medical Reasons.

SECTION 2: Eligibility Requirements (to be completed by student)


1. For which term are you petitioning for non-medical tuition credit?

- Spring Summer I Summer II Fall

2. Are you submitting a petition after the deadline for the term as listed below? YES  NO 

Petition Term	Petition Deadline
Spring	June 30*
Summer I or II	September 15*
Fall	January 30*
* or the next business day if the deadline date falls on a weekend or holiday.	

If yes, **STOP**. You are **NOT** eligible for consideration of RTC.

3. Did one of the following eligible situations occur during the semester in question? YES NO 

(Check One)

- Military duty
- Death of an immediate family member
- Verified institutional error supported with **written and verifiable** documentation and facts.
- Documented extraordinary **emergency** which **prevented the student from completing the semester** (ex: house fire)
- Serious Illness or hospitalization of an immediate family member that **prevented student from completing the semester** (immediate family member as defined in Section 1).


If no, **STOP**. You are **NOT** eligible for consideration of NTC.

4. Do you have supporting documentation for the petition as listed below? YES NO 

(Check One)

- Military personnel ordered to active duty: ➔ Copy of Active Duty or Deployment Orders
- Death of an immediate family member ➔ Death Certificate
- Verified Institutional error ➔ As determined by the College (forms, emails, etc.)
- Documented extraordinary event which prohibited student from completing the term ➔ Supporting Records
- Serious illness or Hospitalization of immediate Family member (as defined in Section 1). ➔ Signed, written statement on letterhead from primary physician certifying that circumstances **prevented student from completing the term**. (Include detailed excuse or return-to-work slip, appt. confirmations, diagnosis documents, etc.) Receipts, invoices and explanation of benefit summaries will **NOT** be accepted.

If no, **STOP**. You are **NOT** eligible for consideration of NTC.

5. Have you dropped or withdrawn from the class(es) in question? YES NO 

If no, **STOP**, You are **NOT** eligible for consideration of NTC unless you have been dropped or withdrawn from the class(es) in question.

NOTE: Discuss alternatives with the instructor(s). If you received financial aid, seek the advice of the Financial Aid office PRIOR to dropping or withdrawing from one or more classes.

6. Did you receive Financial Aid (i.e. grants, scholarships, loans, work-study)? YES NO

If yes, NTC may not be possible in your situation.

SECTION 3: Explanation of Petition (to be completed by student)

1. List the classes for which you are requesting non-medical tuition credit:

	Course Number	Course Title	Last Date of Attendance
1.			
2.			
3.			
4.			
5.			

- 2. Attach a brief explanation of the circumstances for which you are petitioning for non-medical tuition credit.
- 3. Attach supporting documentation.
- 4. **Applications received without a letter of explanation and supporting documentation will be returned denied.**

SECTION 4: Acknowledgment (to be completed by student)

“By signing this form, I certify that I have dropped/withdrawn from all classes noted above and related to this request. All of the information provided, including my attached letter of explanation and supporting documentation is true and correct to the best of my knowledge. Finally, I acknowledge that petition review may take two weeks or more depending on the situation and time of year submitted, and that decisions are final unless new evidence is provided, at which point I may appeal to have my petition reconsidered.”

Signature of Student

Date: ____/____/____
MM DD YYYY

SECTION 5: NTC Decision (to be completed by NCC representative)

This section must be completed by the NCC representative accountable for the NTC decision that was made as a result of this petition.

NCC Student ID# _____

Student's Name: _____ Phone #: ____ (____) _____
Last First MI

Has the student ever petitioned for non-medical tuition credit in the past? _____ Students who have received a tuition credit in the past may not be eligible for future tuition credits.

Petition Decision: GRANT DENY

Decision conditions: (i.e. grant conditionally, willing to grant-graded, deny-need documentation, deny-financial aid, etc.)

Justification / Comments:

Signature of NTC Committee Member or Designee

Decision Date: ____/____/____
MM DD YYYY