



TUITION APPEAL GUIDELINES

- Write an appeal letter explaining your extenuating/unforeseen circumstance that has caused you to drop your course(s) after the refund deadline. **IMPORTANT:** classes must be dropped before your appeal can be reviewed. Please specify the term, course(s) and amount you are requesting the refund or waiver for.
- Appeals are based on the following extenuating/unforeseen circumstances:
 - Death of an immediate family member
 - Illness/Accident
 - Military training
 - Hospitalization
 - Work
 - Other reasons based on severity
- For a complete and accurate review of your appeal, it is important that you submit all supporting documentations pertaining to your circumstance. If no supporting documentations are provided, your appeal will not be reviewed.
- A decision concerning your appeal will be mailed/emailed to you after (7) business days of receiving your information, depending on the volume of appeals. If you do not receive a letter or email after (7) business days, you may contact Radine Taylor at (505) 224-3482.
- You may submit to Radine Taylor via email rjtaylor@cnm.edu, fax (505) 224-3485 or mail to:
Central New Mexico Community College
Attn: Radine Taylor, Cashiers Office
PO Box 4586
Albuquerque, NM 87196-4586
- Circumstances regarding an instructor, please contact the Department Dean.

Make sure your address is current with CNM, if not, your refund check will be mailed to the address we have on our system. Questions regarding an address change, please call the Records Dept at 224-3202

Name (Print): _____ Date: _____

Student ID: _____ Home/Wk #: _____ Cell#: _____

Mailing Address: _____ Apt/Space#: _____

City and State: _____ Zip Code: _____

Email Address: _____ (If you prefer to receive a response via email)

Complete the following information and submit with your appeal letter and documentation