

Student Financial or Physical Hardship Appeal Form

Occasionally situations arise that are beyond the control of a student and may warrant a refund (if the refund deadline has passed), withdrawal, dropped charges, or credit, due to extenuating or emergency circumstances including physical and financial hardship.

To be considered for a refund of tuition after the refund date, or administrative withdrawal, please complete this form. Once the form is submitted, you will be contacted through your John A. Logan College VOLMail address within five business days and a required meeting will be scheduled to discuss your situation.

Students must complete the appeal as soon as possible during the semester in which the student withdrew from the College. The deadline to submit an appeal is 30 calendar days following the completion of the semester.

Personal Information

Please fill in as much information as possible. Not filling this out completely could prevent processing your appeal. If you do not know your student ID Number, be sure to include your date of birth (in the proper format) to assist with finding you in our information system.

Student Name _____

Student ID Number _____

DOB (MM-DD-YYYY) _____

Cell Phone Number _____

Personal Email Address _____

Additional Information

Semester and year you withdrew from classes _____

Please select ALL that apply:

- I received Financial Aid
- I received a scholarship
- I am a Veteran

- I received aid from another entity
- I am an international student
- I am an Athlete
- None of these apply

Briefly describe your situation:

Please describe what outcome you are hoping to achieve with this appeal:

Appeals require a meeting with the Assistant Provost for Student Affairs. You will need to check your JALC email for a meeting day and time. Failure to attend the meeting without prior notice to reschedule will result in you forfeiting your right to appeal.

- I understand

Supporting Documentation

Please submit this form and any documentation you would like to include with your appeal to financialaid@jalc.edu.