

Faith Baptist Christian Academy
Tuition Refund Appeal Criteria

Tuition/Fee Refund Appeals will be considered for the following reasons when the appropriate supporting documentation is provided:

- Medical Withdrawal based on physical illness of the student (including hospitalization)- documented by a physician's statement or other medical support on official letterhead, and including date of onset.
- Physical or mental illness of the student's immediate family member (including hospitalization) who is dependent upon the student for support--documented by physician's statement or other medical support on official letterhead, including date of onset.
- Death of a student's immediate family member. "Immediate family" is defined as parents, spouse, children, brother or sister, (either blood or by marriage) with a certified copy of death certificate.
- Mandatory and unforeseen job transfers outside of the area -documented by employer on official letterhead.
- Involuntary changes in employment schedule documented by employer on official letterhead. Loss of employment does not apply.
- Late notification of denial to a specific program-- with supporting documents on official letterhead.

Tuition/Fee Refund Appeals will not be approved in the following instances:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management.
- Misinterpretation of FBCA policies and/or procedures.
- Lack of knowledge of FBCA policies and/or procedures.
- Dissatisfaction with instructor, course content, or delivery of instruction.
- Dissatisfaction with academic progress in course.
- Appeals of non-refundable fees.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Requests to defer tuition payment to next semester charges.
- Non-receipt of mail due to obsolete address on file.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary acceptance of employment or other activity impacting ability to attend classes.
- Loss of employment