



FOR OFFICE USE ONLY
 RECEIVED BY:
 CAMPUS:
 INTAKE DATE:
 COMMITTEE DECISION:
 PROCESS DATE:
 COMMENTS:

REQUEST FOR IN-STATE TUITION FOR 3RD ATTEMPT

Please read this form in its entirety before signing below:

The following information applies to courses attempted at Daytona State College.

Students are permitted to enroll into the same course a maximum of three times at the same college or institution. The state of Florida requires a student to be charged 100% of the full cost of instruction (out-of-state tuition) on the third attempt unless the college grants a one-time exception to the student due to documented extenuating circumstances and indicate a serious personal situation, financial hardship, or by the receipt of need-based financial aid for the semester in question. Students may not withdraw from the course(s) and will be assigned a final grade other than "W" upon their third and fourth attempt.

Submission Deadline: Before the end of the add/drop period of the semester in which the course will be taken.

The College response to all appeals will be sent to your **FalconMail** account.

Prior to submitting an appeal, please read carefully and completely the information on the Appeals Policy and Criteria. Be sure to complete and follow the checklist below. Please remember, the committee reviewing the appeals does not know you, and must judge the merit of your case solely on your statement and supporting documentation. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name _____

Student ID Number _____

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Yes No

Financial Aid Recipient _____

Telephone Number _____

_____ **OPTION I.** I request an exception to the full cost for the 3rd attempt based on documented extenuating circumstances and have attached a personal statement along with supporting documentation that shows what occurred during my second attempt that prevented me from completing the course successfully.

- Indicate the appeal criteria of your request:

<input type="checkbox"/> Serious Illness/Injury	<input type="checkbox"/> Unforeseen Emergency/Natural Disaster
<input type="checkbox"/> Non-Voluntary Military Activation	<input type="checkbox"/> Death of Immediate Family Member
<input type="checkbox"/> Other Extraordinary Circumstance	
- Have you attached a personal statement and supporting documentation describing the circumstances that occurred during your second attempt that prevented you from successfully completing the course(s)?

Yes
 No
- Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. _____

_____ **OPTION II.** I request an exception to the full cost (out-of-state tuition) for the 3rd attempt based on financial hardship or based on my eligibility for need-based financial aid for the term in question. Please attach a statement explaining what occurred during your second attempt and what your plan of action is to be successful in the course and/or the changes you have made to do so.

Course Subject/Section	Class Number	Semester and Year	Sub-session (Circle one per course)
			A B FULL
			A B FULL

Student Signature _____

Date _____