

Name: _____ EMPL ID: _____

Enter the term or session for which reduction is requested: _____ term or session _____ year.

- Tuition Liability reductions **WILL ONLY** be considered for term or session which **ALL** courses were dropped or student withdraw from **ALL** courses with a ‘W’ grades. Partial reductions **WILL NOT** be considered for a specific course(s) within a term or session.
- All decisions by the Tuition Liability Reduction Committee are **FINAL**.
- The Tuition Liability Committee’s decision will be sent to the student’s York College email account. If the student does not have a current York email, then notification will be mailed through US Postal system.
- The Office of the Registrar does not review nor make decisions on Tuition Liability reductions.
- Tuition Liability reductions **WILL NOT** be considered for course(s) with earned grades of ‘A+’ through ‘F’, ‘INC’, ‘P’ and ‘WU’
- An application for a Tuition Liability reduction **DOES NOT** guarantee that a reduction will be approved.
- Reductions are granted in extreme cases and only when there are documented and compelling reasons to grant an exception to York College’s policies and/or procedures.
- Non-attendance, negligence of York College policies, employment issues, financial constraints, software and hardware problems, unsatisfied academic progress, lack of preparation and travel plans are **NOT considered to be compelling reasons** to grant an approval for Tuition Liability reduction.
- **Timely submission** of your application is a **critical factor** in the consideration for reduction. Applications **MUST be UPLOADED** on or before **June 30th for Summer session or Fall term and December 30th for Winter session or Spring term** of the academic year for the term or session of the request.
- It is the student’s responsibility to **UPLOAD ALL required supporting documentation along with the application and a copy of a valid PHOTO ID to the Office of the Registrar’s Secure Portal**. Printed out forms **WILL NOT** be accepted in person. If required documentation is **NOT** submitted, the Tuition Liability Reduction Committee **WILL** deny the request.
- If the application is approved, the Tuition Liability Committee **MAY grant 25%, 50%, 75%, or 100% Tuition Liability reduction** based upon supporting documentation submitted. **No application is guaranteed an approval.**
- The Tuition Liability Committee normally meets **ONCE a month** during the months of October, November, December, March, April, May and June.
- Student is advised to **make copies of all documentation** uploaded paperwork including this cover sheet and the application for their records.

By signing this application, you certify that you have read and understand all statements listed above.

Student Signature: _____ **Date:** _____

Staff Initial: _____

Office of the Registrar’s Time Stamp

Date: _____

Photo ID Checked