



**Exemption/Waiver Suspension Appeal Worksheet**  
**Page 1 of 2**

Term (Check One): Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_  
 Year: \_\_\_\_\_

Please be prepared to pay for tuition & fees, books, and supplies since your appeal may not be reviewed prior to the payment deadline.

Student Name: \_\_\_\_\_ Student ID: A\_\_\_\_\_

**Appeal Instructions:** Please complete this worksheet by answering all questions and providing **ALL** appropriate documentation to support appeal. Incomplete appeals will not be considered.

**Appeal Documentation REQUIRED:** If you are appealing the suspension of your exemption/waiver because of work conflicts, roommate problems, not attending classes, etc., these are **NOT** acceptable reasons to appeal. You may complete this appeal worksheet if the following circumstances prevented you from maintaining the minimum requirements of Texas Senate Bill 1210:

Mitigating Circumstances (Check appropriate box below)	Required Documentation to Include with Appeal
<input type="checkbox"/> Illness, accident, or injury to student or family member.	Documentation such as a physician's statement, police report, and/or hospital billing statement.
<input type="checkbox"/> Death of an immediate family member.	Copy of Obituary or Death Certificate.
<input type="checkbox"/> Other extenuating circumstances beyond the control of the student.	Provide a written statement from an attorney, professional advisor, or other individual describing knowledge of student's circumstances and their relationship to student.

**\*\* You are REQUIRED to submit documentation to support mitigating circumstances. The appeals committee will not ask for these documents. \*\***



Tyler Junior College  
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Student Name: \_\_\_\_\_ Student ID: A\_\_\_\_\_

**Appeal Essay Questions (REQUIRED):** Please attach separate sheet, if additional space is needed.  
 Essay #1: Explain in detail what prevented you from maintaining the minimum GPA requirement.

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Essay #2: Explain in detail what has changed in your circumstances and steps you have taken to improve your grade point average and/or PACE rate.

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I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to improve my overall GPA in the semester for which my appeal was approved. I understand that completion of this appeal does not constitute an approval. I will be notified of the decision by email to my TJC student email account.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date