



Tyler Junior College
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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. ****

