



3rd Attempt Appeal Form

Appeals must be brought to the **Counseling Center** (R-227) for discussion at least 2 business days prior to the start of the semester/term for which approval is sought. After completion of this form please turn it and all documentation in to the **Records Office** (R-112) no later than 1 business day prior to the start of the semester/term for which approval is sought.

Student Name _____ **SF ID:** _____
(Last) (First)

Phone: _____

I am requesting permission to retake the following course for the third time at the regular tuition rate because of extenuating circumstances and/or financial hardship:

Course Number _____ **Section Number** _____ **Term/Year** _____

Please Read: Students who are Florida residents are allowed to attempt a course twice at the in-state tuition rate. If the student registers for a course for the third time, Florida Administrative Code 6A-14.0301 requires the student to pay the full cost of tuition (out-of-state tuition) for that attempt. A petition for fee reduction may be granted by the College Registrar, for documented cases of extreme hardship. A student petitioning for a third attempt fee reduction is required to explain, with a typed letter attached to this form, why he or she was unsuccessful in the first and second attempts at the course. Also, the student must document what specific hardship prevents him or her from paying the full cost of the instruction on the third attempt. Poor use of one’s opportunities in former attempts or poor planning on the student’s part will not be considered valid reasons to grant fee reduction.

Check and provide documentation for condition(s) that apply:

- Serious Illness
- Documented Medical Condition
- Involuntary call to Active Military Duty
- Financial Hardship*
- English as a Second Language Background
- Documented Change in Conditions of Employment
- Documented Learning Disability
- Other Emergency Circumstances _____

* The criteria for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

IMPORTANT: I understand that when taking any course for the third time, I may not exercise the option to withdraw, but must complete the course and be assigned a grade, as specified in Florida State Board of Education Administrative Rule # 6A-14.0301.

Student Signature Date

Counselor Signature Date

Counselor Comments: _____

****Please submit request to the Records Office, R-112 or Fax to (352)395-4129****

Records Office Use Only

Approved Denied Authorization _____
Date _____

Comments: _____