



3RD ATTEMPT FEE REDUCTION APPEAL

Appeals must be submitted to the Office of the Registrar no later than 1 business day prior to the start of the term for which approval is sought.

Student Name: _____ Student ID: _____

Phone: _____ SF Email Address: _____

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.

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 _____

Check and provide documentation for extenuating circumstance(s) that apply:

- Documented Medical Condition / Illness
Letter from physician (dated and signed), discharge papers (hospital)
- Involuntary Call to Active Military Duty
Military orders
- Financial Hardship
Qualification for federal need-based financial aid, bills, recent paystubs
- Other Emergency Circumstances
Death of family member, natural disaster, etc.
- English as Second Language Background
Transcripts (ESL course history, primary language of instruction)
- Documented change in conditions of employment
Work schedule, termination letter, etc.
- Documented Learning Disability
Letter from physician or specialist (dated and signed)

You **must** meet with a Counselor in the Counseling Center (Northwest Campus, Building R, Room 227) to design an academic success plan before submitting a 3rd attempt appeal to the Office of the Registrar.

Counselor Signature: _____ Date: _____

Counselor Comments: _____

- 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 Administrative Code 6A-14.0301**
- I have included the following documentation:
 - ✓ Typed statement
 - ✓ Supporting documentation

Student Signature: _____ Date: _____

Submit request via email to: attempts@sfcollge.edu or in person at the Office of the Registrar, Northwest Campus, Building R, Room 112.

OFFICE USE ONLY

Approved Denied Authorization: _____ Date: _____

Comments: _____

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. Inquiries regarding non-discrimination policies or concerns about discrimination or harassment, including concerns about sexual harassment or sexual violence under Title IX, should be directed to SF's Equity Officer and Title IX Coordinator, 3000 NW 83rd Street, R-Annex, Room 113, Gainesville, Florida 32606, 352-395-5950, equity.officer@sfcollge.edu.