

## Third Attempt Appeal



Name:

Student ID:

Florida Administrative Code 6A-14.0301 places responsibility for the full cost of instruction (out-of-state tuition) on the student after the second attempt of a course. The legislation also provides students the opportunity to appeal for a one-time exception, per course, to the increased fees for cases involving major extenuating circumstances beyond the student's control. Such circumstances include, but are not limited to:

- serious illness;
- documented medical condition preventing completion;
- death of an immediate family member (father, mother, sister, brother);
- involuntary call to active military duty;
- documented change in conditions of employment;
- other circumstances are those required by a regulatory agency. Courses may be repeated if they are required to be repeated by a regulatory agency, or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification; and/or
- financial hardship: The exception for financial hardship may be granted only after the student has demonstrated reasonable effort to succeed in the class.

The following circumstances are **NOT** considered extraordinary and extenuating, and are **NOT** eligible circumstances to file an appeal:

- Incarceration;
- Transportation issues;
- Issues involving course content;
- Issues involving method of instruction; and/or
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog & student handbook.

**To petition for a third attempt, complete this form and submit the following required documentation in support of your appeal:**

- A Letter of Explanation: please describe your major extenuating circumstance(s) that is the reason for your appeal. Your letter must explain why you were not successful in each of the previous attempts, and what steps you are taking to ensure success if you receive approval to enroll in the course for the third time;
- Transcripts;
- Copy of student bill and schedule; and
- Relevant documentation: (Please select applicable documentation you are providing)  
Medical-Physician's letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.



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- If I am receiving financial aid, military assistance, veterans' benefits, or am an international student, it is my responsibility to check with the appropriate office to determine if this request will affect my benefits or status.
- **I accept the decision of the Student Services Appeals Committee as final and not subject to further appeal within the college.**

By signing below, I certify that I have read and understand all of the information on this form. I further certify that all statements and documentation provided by me in support of this appeal are truthful and representative of the facts concerning the extenuating circumstance(s).

Student's signature

Date:

**Submit your request for consideration to:**

CFK Student Services Appeals Committee  
Student.Appeals@cfk.edu  
College of the Florida Keys,  
5901 College Road, Key West, FL 33040  
Phone: (305)809-3230 Fax: (305)292-5163