



Charlotte Campus
26300 Airport Road
Punta Gorda FL 33950

Collier Campus
7007 Lely Cultural Pkwy
Naples, FL 34113

Hendry/Glades Service Area
4050 Cowboy Way
LaBelle FL 33935

Lee Campus
8099 College Pkwy
Ft. Myers, FL 33919

**Student Request for Exception to Maximum Course Attempts
And/or Reduction of Fees Due to Continued Enrollment**

Before completing this form, please carefully read the attached instructions.

Name: _____ Student ID#: _____

Local Address: _____ Phone#: _____

City/State/Zip: _____

Check Reason for Request:

- 1. () Exception to Maximum Course Attempt policy based on major extenuating circumstances.
There can only be one approved waiver for major extenuating circumstances per course.

Course(s) for which you are requesting an exception.

<u>Course ID</u>	<u>Course title</u>	<u>Reference#</u>	<u>Academic year and semester of last course attempt</u>

- 1. () Reduction of Fees Due to Continued Enrollment based on major extenuating circumstances and/or financial hardship.
There can only be one approved waiver for major extenuating circumstances per course.

Please attach a letter explaining the nature of your request and the reason this request should be considered.
Please attach documentation that supports the statements in your letter.

Course(s) for which you are requesting an exception.

<u>Course ID</u>	<u>Course title</u>	<u>Reference#</u>	<u>Academic year and semester of last course attempt</u>

Student Signature

Date

FOR COLLEGE USE ONLY

Faculty Input

of absences _____ Homework Avg _____ Test Avg. _____

Additional comments: _____

Faculty Signature

Date

Financial Aid Input

Eligible for need-based aid Yes _____ No _____

Additional comments: _____

Faculty Signature

Date

(Do not write below this line. For Committee use only)

Forward to: _____ Date: _____

Approved Denied

Signature College Administrator

Date

Reason: _____

**Student Request for
Exception to Maximum Course Attempts
And/or Reduction of Fees Due to Continued Enrollment**

Please carefully read these instructions before completing this Request Form.

Definitions:

Florida statute limits the number of times a student can attempt a course to three attempts. In addition, Florida statute places responsibility for the full cost of instruction on the student after the second course attempt. The legislation does provide for a one-time exception to the maximum course attempts and to the increased fees.

1. Any student subject to the 100 percent of the full cost of instruction fee may be granted an exception for financial hardship. Such students must be qualified for Federal or other need-based financial aid. Such exceptions shall be considered on a case-by-case basis and may be granted only after the student has made a reasonable effort to successfully complete the class.
2. Any student who withdrew from or failed a college preparatory or college credit course due to a major extenuating circumstance may be granted a one-time exception, per course, to the maximum course attempts and/or the 100 percent of the full cost of instruction fee. Such exceptions shall be considered on a case-by-case basis, and shall include the following:
 - A. serious illness or documented medical condition
 - B. death of an immediate family member;
 - C. involuntary call to active duty;
 - D. documented change in conditions of employment;
 - E. documented learning disability;
 - F. other emergency circumstances or extraordinary situations, such as natural disasters.

Steps to File Request

1. Complete the reverse side of this form in its entirety. Please type or print all information, and sign and date this form. Petitions should be submitted to the Office of the Registrar on the Lee Campus. Petitions may also be submitted to the Provost's Office on the Charlotte or Collier Campuses.
2. Submit a typed or legibly printed letter with this completed form describing the situation and the reason(s) why you are requesting an exception to the maximum course attempts and/or a reduction of fees due to continued enrollment. Students should consider the importance of the request and take great care in organizing the content of the letter of explanation that is to be attached to the request form.
3. Submit documentation that supports the statement(s) in your letter along with this request form. Examples of documentation include: copies of hospital bills; a statement from your doctor indicating dates of treatment and release; a letter from employer indicating the date your work schedule changed and your new schedule, verification from Financial Aid of eligibility for need-based financial aid. All statements must be on official company letterhead stationary. Please attach all documentation to the request form.
4. Requests are processed as quickly as possible and decisions are forwarded to the student in writing.
5. An appeal of an action may be made under certain conditions. Additional considerations must be addressed to warrant re-submission.