Policy Number: 204
Policy Title: Appeals Process for Tuition Classification

POLICY:
Students or applicants may appeal their tuition classification.

PROCEDURE:
I. Students who are classified as out-of-state students by the college under the guidelines established by the Board of Regents of the University System of Georgia (BOR Policy Manual, Policy 4.3) for tuition purposes but who later claim to be in-state must submit a “Petition for In-State Tuition” form (http://www.gpc.edu/forms/InStateTuition.pdf) along with supporting documentation to the campus Enrollment and Registration Services Office. The Enrollment and Registration Services Office will review and change, if appropriate, the student’s tuition classification. The student will be notified of the outcome of the petition.

II. If the petition is denied, the student can appeal to the Tuition Classification Committee. The student must appeal, in writing, to his/her campus registrar. The appeal shall clearly state the student’s name, address, GPC-ID number, and a brief explanation of the basis for the appeal and shall be filed no later than 15 days from the notification of denial. An appeal packet consisting of all related documents will be created by the campus registrar. The submitting campus registrar will act as the representative for the student’s appeal. The committee will consist of the college registrar, Director of Recruitment and Admissions, the campus registrars, and assistant registrars. The committee will meet monthly.

III. The final line of appeal may be directed to the president of Georgia Perimeter College within 15 days of the final decision of the Tuition Classification Committee. The college registrar will be responsible for forwarding the appeal packet, along with committee proceedings, to the president for review.

Policy Council Review Date(s):
SAPC: 2/21/13; FAPC: ___________; ITPC: ___________; IAPC: ___________; AAPC: ___________

PPAB Approval Date: ____________

*SAPC deletions are denoted with a strikethrough.