



# Pikes Peak Community College

## Administrative Error Tuition Appeal Form

This form must be completed by the department where the administrative error occurred. Signatures cannot be typed. Tuition Appeal will be denied and further disciplinary action may be enforced if this form is found to be forged.

### Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 \_\_\_\_\_ DOB: \_\_\_\_\_

Semester for which Tuition Appeal is requested: \_\_\_\_\_

Course(s) requiring attention \_\_\_\_\_

I authorize the release of any information necessary to process this Tuition Appeal.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Student do not write below this line or your Tuition Appeal will be denied.**

**ADMINISTRATIVE USE ONLY**

**Form must be completed in full. If blank spaces exist below, the request will be returned or denied.**

Administrator Name	
Administrator Department	
Administrator Contact Phone	
Administrator Contact Email	

It was found that an administrative error occurred in this case: ( ) Yes ( ) No

Please explain what happened on the lines provided below.

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\_\_\_\_\_  
Administrator Signature (Required)

\_\_\_\_\_  
Date (Required)