PIKES PEAK
STATE COLLEGE

Administrative Error Tuition Appeal Form

This form must be completed by the department where the administrative error occurred. **Form and 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: The student must complete this box before submitting to the department.

Student Name _____   Student ID#_____

Student Email _____   Student Phone_____

Semester for which Tuition Appeal is requested _____

Course(s) requiring attention (ex: ENG 131-4N1) _____

_____

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

_____   _____
Student Signature   Date

Administrative Use Only: The student may not write in this box.

Administrator Name	
Administrator Department	
Administrator Contact Phone for Verification	
Administrator Contact Email for Verification	
It was found that an administrative error occurred	( ) YES or ( ) NO

Please provide a brief explanation of what happened on the lines below:

_____

_____

_____

_____

_____

_____   _____
Administrator Signature and Date **(Required)**   Date **(Required)**