

LAKE REGION STATE COLLEGE STUDENT BILLING APPEAL POLICY AND PROCEDURE

1. Any student appealing a bill for a current or prior term must first complete the Student Billing Appeal Form and submit it to the Lake Region State College Student Affairs Office. The form can be obtained from the LRSC Student Affairs Office on the main campus in Devils Lake, from the Grand Forks Air Force Base (GFAFB) Education Center, or on the LRSC website www.lrsc.edu (click on **Academics > Academic Forms > Student Billing Appeal**).
2. The Vice President of Student Affairs will review the request and supporting documentation and make a determination.
3. If approved, the Vice President of Student Affairs will forward the Student Billing Appeal form to Administrative Affairs for appropriate action to adjust the student's account.
4. The Business Office will retain a copy of the completed Student Billing Appeal and return the original to the Student Affairs Office.
5. Regardless of outcome, the Student Affairs Office will retain the original Student Billing Appeal form and mail a copy to the student.

Student: _____

Student ID: _____ Or last 4 digits of SSN _____ and DOB _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Term of Enrollment being appealed: Fall _____ Spring _____ Summer _____ Year _____

Appealed Course Number	Appealed Course Name
_____	_____
_____	_____
_____	_____

Appeal Request: (Specify desired outcome.)

Reason for the Appeal: *Continue on back if additional space is needed. Back up documentation is required.*

Did you discuss this matter with college personnel? No ____ Yes ____ With whom: _____

Student Signature: _____ Date: _____

Return this form with pertinent information attached to:

Lake Region State College
Attn: VP of Student Affairs
1801 College Dr N
Devils Lake, ND 58301-1598

Or

Lake Region State College
Education Center
Attn: GFafb Campus Director
344 Tuskegee Airmen Blvd
Grand Forks AFB, ND 58205-6336

For Office Use Only

Appeal: Approved Disapproved Conditionally Approved _____

Signed: _____ Date: _____

Vice-President of Student Affairs Signature

Action taken: _____