Asnuntuck Community College
Refund Appeal Process

About Refund Appeals
Beginning in the Summer 2021 term, all appeals for refunds of tuition and/or fees will be reviewed and processed by a Refund Appeals Committee at the CT State Colleges and Universities System Office. (Appeals for refunds for earlier terms were handled by the Business Office and Dean of Students at ACC.)

Appeals must fall under one of the following categories to be considered by the Refund Appeals Committee:

- Documented medical emergency
- Documented personal emergency
- Documented military relocation or deployment
- Incorrect advisement for the program of study

Timeframe to Appeal
Appeals are expected to be submitted during the term for which the appeal is being made.

Appeals Process
All appeals must include the Refund Appeal Form. Each appeal must contain supporting documentation to substantiate the appeal. This may include:

- A medical professional’s note
- Hospital discharge documentation
- Obituary or death certificate
- Military deployment
- Other documentation on a case-by-case basis

The Refund Appeal Form and documentation must be uploaded through the CSCU Secure Portal:

1. Log in at https://cscu.easy-forward.com/
2. Select Asnuntuck Community College
3. Select the appeal type “Tuition & Fees”
4. Browse or drag files
5. Click “Submit” to upload the files