MADISON COLLEGE
Administrative Error Request Form

INSTRUCTIONS - This form is to be submitted by staff when an administrative action resulted in an incorrect enrollment.

Requests not associated with an Administrative Error should be referred to either the Tuition Refund Under Special Circumstances or Concerns/Complaints process. Please refer academic situations (instructor- and/or coursework-related) to the appropriate school office for assistance.

This form should be completed online and then printed to acquire signatures or e-signed.

STUDENT INFORMATION

Student ID (required) _____ Name: Last _____ First _____ M.I. _____

CLASS INFORMATION

Academic Year_____ Term ☐ Fall ☐ Spring/Interim ☐ Summer

Class Number (5 digits) _____ Class Title _____

Last Date of Attendance_____ ☐ Never Attended

☐ Check here to confirm that a grade has not been issued. Requests cannot be processed if a grade is present.

REASON FOR REQUEST - ALL FIELDS REQUIRED

Administrative Error (select one of the following):

Please explain the basis for the request. If the request is being submitted outside of the current academic term, please also include an explanation of these circumstances.

Recommended Refund Percentage - Based on situation and student's attendance: ☐ 100% ☐ 80% ☐ 60% ☐ 0%

STAFF INFORMATION & SIGNATURE

Department _____ Campus _____

Staff Name _____ Staff Title _____

Staff Signature _____ **Date** _____

SUPERVISOR APPROVAL - Required

Supervisor Name _____ Supervisor Title _____

Supervisor Signature _____ **Date** _____

SUBMISSION INSTRUCTIONS

Staff may submit completed form in-person or by inter-office mail to Enrollment Services - Truax, Room A1000; by fax to (608) 243-4353; or by email (scan and send to intake@madisoncollege.edu). Allow up to 10 business days for processing of an Administrative Error Request.

Questions? For further assistance with this form, email enrollmentservices@madisoncollege.edu, phone (608) 246-6210, or visit Enrollment Services in person at Room A1000, Truax.

Regional & Metro Campus Staff - *Date stamp, scan, and email to intake@madisoncollege.edu.*

Enrollment Services - Records Use Only:

Staff Name _____ *Staff Title* _____ *Date Processed* _____