Petition for a Refund After the Deadline

A student who misses the established deadline for a particular class may obtain a late refund if a petition to the Student Business Office is approved. A Petition for a Late Refund After the Deadline requires the following:

- The class must be dropped, and cannot have been withdrawn with a “W” or have a grade assigned. **Classes with a “W” or grade assigned will not be eligible.**

  *If an Academic Standards Committee Petition (ASCP) has been submitted requesting a grade change, submit a copy of the ASCP with your Late Refund Petition. Your Late Refund Petition will remain “PENDING” until a decision has been made on the ASCP.*

- The student must demonstrate extenuating circumstances and provide appropriate documentation, in support of the extenuating circumstance, as part of the petition process. Extenuating circumstances may be medical, personal, job related, etc. **Petitions without supporting documentation will not be considered.**

- The extenuating circumstances must have occurred **prior** to the refund deadline for the class and term in question, prevented the student from dropping the class on time and caused the student to stop attending the class. **Students who attended the class after the refund deadline date will not be eligible.**

- The Petition for Late Refund form and all supporting documentation for late refunds must be submitted no later than the end of the term in which the class in question is offered.
Petition for a Refund
After the Deadline

26455 Rockwell Canyon Road
Santa Clarita, California 91355

Term

School ID #

Social Security #

Date of Birth

Last
First
Middle

Number
Street

City
State
Zip code

Telephone Number

 практичные услуги

Student Statement / Description of Extenuating Circumstances.
Documented evidence of your extenuating circumstance must be attached, including medical records, accident reports, court records, instructor statements or letters from doctors, lawyers, employers, etc.

TO BE COMPLETED BY INSTRUCTOR

Instructor Statement: Did the Student Attend? Y / N Did the Student Stop Attending? Y / N When?

Instructor Signature: ____________________________
Print Name: ____________________________

Course(s) and/or Fees that should be refunded: (Note: When requesting a refund for a parking permit, you must attach the permit to this petition. Refunds for Student Activity cards are processed in the Student Development Office.)

Student to Complete

Office to Complete

Course Title/No. | Section No. | Date Dropped | Refund Deadline | Other Fee(s)

Parking Pass Attached / Pass No.: ____________________________

Parking Pass Rcvd: ____________________________

Petitions must be submitted no later than the end of the term in which the class in question is offered. The student copy must be signed and dated by a college representative to be valid.

Student Signature ____________________________ Date ____________

DO NOT WRITE BELOW THIS LINE

Received by ____________________________ Date ____________

ACTION

☐ Petition Granted
Your refund should be received in approximately 6 weeks

☐ Petition Denied

☐ No Action
Submit Documentation

Authorized Signature, College of the Canyons ____________________________ Date ____________

Notice of Action Mailed to Student:

Date: ____________ By ____________________________