

Petition for a Refund After the Deadline

Last First Middle

Number Street

City State Zip code

 Term

 School ID #

 Date of Birth

 Telephone Number

I have read / understand the instructions and requirements as listed on the back of this form. I understand that incomplete petitions may be rejected or declined. _____ (Initial)

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.

ATTENDANCE: Did You Attend? Y / N Did You Stop Attending? Y / N When? _____

Course(s) and/or Fees that should be refunded: (Note: Parking Passes are processed separate from registration and are not refundable. If requesting a refund for parking, please clearly state your reason in the Student Statement.)

Student to Complete		Office to Complete		
Course Title/No.	Section No.	Date Dropped	Refund Deadline	Other Fee(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<input type="checkbox"/> 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 Petition Denied No Action

Your refund should be received in approximately 6 weeks Submit Documentation

Notes:

- Class attended after the Refund Deadline Date
- Class withdrawn
- Grade received
- Extenuating circumstance occurred after the Refund Deadline Date
- Extenuating circumstance did not prevent you from dropping on time
- No documentation of extenuating circumstance
- Petition is late – No extenuating circumstance for being late
- Other _____

 Authorized Signature, College of the Canyons Date

Notice of Action Mailed to Student: Date: _____ By: _____

Instructions and Requirements

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- ❑ The class must be dropped, and cannot have been withdrawn with a “W” or have a grade assigned.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 or late drop, 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. If you have a grade or a “W” and an ASCP is not attached to your petition, your petition will not be considered.

- ❑ 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. Personal statements or family statements are not considered documentation. All documentation submitted with the petition will be considered part of the petition and will not be returned. **Petitions without supporting documentation will not be considered.**

If you did not attend a class, a signed statement from the instructor confirming non-attendance will be accepted as documentation. If you are not able to contact the instructor, complete the attendance questions on the front of the form. We will contact the instructor on your behalf for verification. Once a verification has been received, this will be included in your petition as documentation.

- ❑ 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 for a late refund.**
- ❑ 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. Any form submitted after the semester in question is late and may not be considered.
- ❑ Submitted petitions must be complete with a Student Statement, Courses and/or fees and an original signature. Petitions may be submitted via mail or in person. Electronic signatures, faxed and emailed copies will not be accepted.
- ❑ Please note, all petitions are processed in the order that they are received. Depending on your situations and research needed to verify your circumstances, this process can take time. Once submitted you will receive a signed copy verifying your submittal and the date that the petition was received. Once a decision has been made, you will receive a notification via mail. If a petition has been granted, you should expect to receive your refund within four weeks of the approval date.