

Student Refund/Late Withdraw Request



A student who must withdraw or is dropped from a class due to a College error/change or other College action after the published add/drop period shall be refunded 100% of refundable fees upon the approval of the student's refund request. No grade is recorded on the student's record. No other refunds are granted except in those cases where a student withdraws from classes **due to a personal emergency beyond the student's control**.

Students may withdraw from course(s) online through Pantherweb. A grade of W will be denoted on the student's transcript for a withdrawn class. Students are permitted a maximum of two attempts and/or withdrawals per course. Withdrawals are considered an attempt, which could impact student's financial aid status. The deadline to withdraw for each enrolled course is listed on the student's Class Schedule; however, a withdrawal after this date may be considered in cases of certain **extenuating circumstances**. No refunds are granted for withdrawals.

The refund/late withdraw process takes approximately four to six weeks. If you are no longer attending and it is within the timeframe to do so, it was your responsibility to withdraw from the course(s). **SUBMITTING A REFUND REQUEST FORM DOES NOT OFFICIALLY WITHDRAW YOU FROM A CLASS OR THE COLLEGE.**

Decisions will be based on the documentation provided. You will be notified in writing of the Appeals Committee's decision. If approved, your refund will be issued in the same method of payment originally submitted. Any financial obligations owed to the college will be deducted from your refund. **Please note that requests will not be granted beyond one calendar year from the term in question.**

Supporting documentation, as indicated below, **MUST** be attached to and submitted with this request. Documentation should indicate that the event/situation cited occurred during the same time frame as the courses in question.

Medical – a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that prevents you from continuing in your course(s). The letter must include dates of the illness and treatment.

Employment – a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.

Death of Immediate Family Member – documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

College Change or Error– a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to have to withdraw.

Military Service -- Documented involuntary call to active military duty.

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APPROVAL OF THIS REQUEST MAY RESULT IN THE STUDENT OWING THE COLLEGE A BALANCE.

If approval will generate a balance, would you still like this request to be considered?

No Yes, unless the balance is more than \$_____

PLEASE PRINT:

Term of Request: Fall Spring Summer Year_____

Student ID_____ Name_____

Mailing Address_____

City_____ State_____ Zip_____ Phone:_____

Please check all that apply for the term of request:

Financial Aid Student Receiving Veteran Benefits International Student (F1 Visa)

Course(s) for request

Reference Number	Course Title

ATTACH JUSTIFICATION FOR REQUEST (See other side for details)

STUDENT SIGNATURE:_____ DATE:_____

FOR OFFICIAL USE ONLY:	
Initial Decision/Campus Recommendation:	
Campus F/A Office <input type="checkbox"/> Approved <input type="checkbox"/> Denied Student will Owe: \$	F/A Signature:
Campus Registrar <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Registrar Signature:
Secondary/Final Decision:	Committee: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Committee Rep Signature:	