



# OFFICE OF THE REGISTRAR WITHDRAWAL/REFUND EXCEPTION REQUEST

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**Use** this form to request an exception to the refund rules and withdrawal timelines.

**Do Not** use this form for an instructional complaint, grade dispute, degree exception, or if you received a passing grade. Submitting a request does not guarantee its approval. Please allow up to 10 business days for processing.

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## Student Information

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Student (ctcLink) ID: \_\_\_\_\_ Email: \_\_\_\_\_

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## Term Information

Quarter for request (select one): ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year: \_\_\_\_\_

Last date of attendance: \_\_\_\_\_

For Class Removal & Refund: Completed requests must be received by the last day of the quarter immediately following the quarter for which you are submitting the exception request. I.E, if you are requesting an exception for summer quarter, the completed request must be received by the last day of the following fall quarter.

For Late Withdrawal: Completed requests must be received within 1 year of the quarter you are submitting the request.

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## Student Statement

Provide a statement of why you, the student, are requesting the exception. The written statement must include a detailed description of your request, the outcome you are asking for, your signature and the date.

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## Official Supporting Documentation

Official documentation to support your reason for the exception request is **required** for your request to be considered complete. The request will not be reviewed without official supporting documentation.

Some examples of documentation:

- Medical Condition – a severe and unexpected illness which occurred during the quarter, which prohibited your ability to complete the coursework.
  - Documentation must come from a doctor, nurse, therapist, counselor, medical facility on letterhead and clearly identify the patient and the dates of illness.
- Bereavement – the passing of a student's immediate family member.
  - Documentation may include a copy of a death certificate, an obituary, eulogy, or program from a memorial service or a letter from a funeral home. This documentation either needs to have the student listed as a family member or needs to be accompanied by proof of relationship.
- Military – call to active duty due to national emergency
  - Military orders

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## Exception Request Guidelines

Submitting a request does not guarantee its approval.

Requests may be made for classes with the following grades only: 0.0, NC, I, W

Academic or instructional complaints are addressed by [IN-5, Student Complaint Process](#).

Any refund of tuition and/or fees may be subject to additional regulations, i.e. federal grants, VA benefits, etc.

By signing this completed request form, I agree I have read all the included information, provided my statement, and official documentation to support my reason for this Withdrawal Exception Request.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OTRWD/RefundExceptionRqst

1 of 1

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