

## Petition for Refund and Policy Exceptions

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### Overview of Policy

The College's normal refund schedule is described on the web, in handouts, in the class schedule and the catalog. Students who wish to be considered for a refund beyond those regular deadlines must withdraw from the courses, and submit this petition with supporting information. Petitions are only considered from students who submit documentation of a call to active military duty or unanticipated situations that prevent a student from completing his/her academic obligation and is not intended for chronic or otherwise known conditions that pre-existed the beginning of an academic quarter. (Note: Reserve duty training does not constitute active military duty.) Submitting a petition does not guarantee its approval. Petition must be submitted within 30 days of the last instructional day of the quarter for the quarter that refund/policy exception is being requested.

### Steps for Completing Tuition Refund and Policy Exception Request

Obtain Petition for Refund and Policy Exception Form from the Enrollment Services office or online. Please provide the committee with a typed statement describing the request and the situation to support your petition. Please be complete and specific. Examples of appropriate documentation are listed below. *Petitions without supporting documentation will be returned to you unapproved.*

### Guidelines for Tuition Refund Petition

Guidelines	Qualifications	Documentation Required
<b>A. Illness</b>	Illness of the student of such severity or duration that will not be able to successfully attend or complete the quarter.	A verification letter from Healthcare providing: Brief statement of medical condition and how it prevented student from attending class and their ability to successfully complete their academic obligation. Dates and duration of illness should be included. Must be on letterhead and include Healthcare providers name and signature. An admittance form from the Emergency Room is not enough.
<b>B. Call to active U.S. military duty</b>	Call to active military duty after the 5th calendar day of the quarter.	Military orders showing the effective date of deployment.
<b>C. Death</b>	Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling).	Death certificate, obituary notice, or news clipping naming student or immediate family member.
<b>D. College Error</b>	Student advised incorrectly by representative of SVC.	Written statement (on official letterhead) or email from an SVC staff member explaining how SVC was in error.
<b>E. Other</b>	Student experienced an extenuating circumstance out of his/her control.	Documented proof of the extenuating circumstance along with clear reasoning linking the extenuating circumstance to the inability to complete the quarter.

## Skagit Valley College Petition for Refund & Policy Exceptions

Name \_\_\_\_\_ SID Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Degree / Certificate Program (if any) \_\_\_\_\_

I hereby petition for withdrawal from the following class(es) for \_\_\_\_\_ Quarter 20\_\_\_\_\_

Line Number	Department	Course No.	Section
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am requesting a tuition refund due to an emergency medical situation, call to active military duty and/or policy exception.

**Required Documentation**

*Petitions without supporting documentation will be returned to you unapproved.*

Typed statement describing your situation and request

**AND**

Documentation supporting your refund request, ***please circle the type of documentation attached***

- A. Doctor's documentation - *on clinic/hospital letterhead with detailed doctor's information*
- B. Military Orders – *attach Military Orders if called to active duty*
- C. Documentation to support death of immediate family member – *attach death certificate or obituary, plus any documents showing your relationship to the deceased.*
- D. College Error: Written statement (on official letterhead) or email from the SVC Employee explaining how SVC was in error.
- E. *Other:* \_\_\_\_\_

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I have read and understand the college's refund policy:

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>			
<b>Petition:</b> Granted	Denied	<b>Refund:</b> None	50% 100%
<b>Category Met:</b> A B C D E N/A		<b>Reviewed by:</b>	
<b>Comments:</b>			

Office of the Registrar – 2405 East College Way, Mount Vernon, WA 98273 (360) 416-7617