

PETITION FOR TUITION REFUND & POLICY EXCEPTION

GUIDELINES

Categories (Please check the box next to the category most appropriate for your circumstance and provide the required documentation):		
Guidelines	Qualifications	Documentation Required
<input type="checkbox"/> Medical	Incapacitating injury or illness to yourself or an immediate family member of such severity or duration that you will not be able to successfully attend or complete the quarter.	<ul style="list-style-type: none"> • Written explanation of circumstance from student. • A verification letter from Healthcare provider to substantiate the impact of illness or injury. This letter must include a brief statement of medical condition and how it prevented student from attending class and restricted their ability to successfully complete their academic obligation. Statement must be on letterhead and include Healthcare providers name and signature. An admittance form from the Emergency Room is not sufficient. Dates and duration of illness should be included.
<input type="checkbox"/> Call to active U.S. military duty	Call to active military duty after the 5th calendar day of the quarter.	<ul style="list-style-type: none"> • Written explanation of circumstance from student. • Military orders showing the effective date of deployment.
<input type="checkbox"/> Death	Death of the student or member of the immediate family (ex: parent, sibling, child, spouse/partner)	<ul style="list-style-type: none"> • Written explanation of circumstance from student. • Death certificate, obituary notice, or news clipping naming student or immediate family member.
<input type="checkbox"/> Administrative Error	Based on circumstances stemming from an administrative/institutional error.	<ul style="list-style-type: none"> • Written explanation of circumstance from student. • Written statement (on official letterhead) or email from the SVC department explaining how SVC was in error.
<input type="checkbox"/> Other Hardship	Student experienced an extenuating circumstance out of his/her control.	<ul style="list-style-type: none"> • Written explanation of circumstance from student. • Documented proof of the extenuating circumstance along with clear reasoning linking the extenuating circumstance to the inability to complete the quarter.

Petitions without supporting documentation will be returned to you unapproved.

PLEASE COMPLETE

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 Number	Section	Last Day of Attendance

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:* _____

*The College's normal refund schedule is described on our website and in the catalog. Students who wish to be considered for a refund beyond regular deadlines must withdraw from the courses, and submit this petition with supporting documentation. 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 their 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. This petition must be submitted within 30 days of the last instructional day of the quarter.*

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

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