REQUEST FOR EXCEPTION TO THE REFUND POLICY (credit courses)

NAME ___________________________________________ STUDENT NSHE ID # ____________________________

ADDRESS ____________________________________________ Street Address or P.O. Box ________ City ____
State ______ Zip ______

PHONE NUMBER ____________________________

THIS REQUEST IS FOR THE FOLLOWING SEMESTER AND YEAR ____________________________, FOR THE FOLLOWING CLASSES:

__________________________________________

Upon presentation of documentation and approval, a refund of registration fees and non-resident tuition may be given upon official withdrawal (drop) from a course(s) at any time during the semester in the following circumstances; please check the exception for which you feel you qualify:

_____ Deployment of the student into the United States Armed Forces. (Attach a copy of your military orders)

_____ Death or incapacitation resulting from an illness or injury of the student; or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester. (Attach medical documentation or a death certificate)

_____ Verifiable error on the part of the institution. (Attach supporting documentation)

_____ Involuntary job transfer outside the service area of WNC as documented by the employer (Attach supporting documentation)

Your request will not be considered until you have officially dropped your class(es) through myWNC.

The deadline to drop courses is:
• Full-term classes– by the Friday of the 9th week of the semester
• Short-term classes longer than 4 weeks– by the date that 60% instruction has occurred
• Short-term classes less than 4 weeks in length – the day before the class begins

YOU MUST DROP BY THE ABOVE DEADLINE(S FOR THE REFUND EXCEPTION REQUEST TO BE CONSIDERED

Courses dropped will remain on your transcript with a grade of “W” unless your refund exception is approved. If this request is not approved, you are responsible for all fees associated with the class(es) dropped. Deadline for submission is no later than the last day of the semester in which the refund is requested. Requests for refunds for zero credit courses must be made through the Continuing Education department. The provisions for refunds in exceptional circumstances are outlined by the Board of Regents. Application fees are non-refundable

Please indicate the basis of your case and supply supporting documentation. Applications without appropriate documentation will not be accepted. (Attach additional sheet if necessary).

Submit completed form to the Dean of Student Service’s office or Admissions and Records or fax to 775-445-3147.

__________________________________________

Student’s Signature ____________________________________________ Date __________________

Revised 11/2/02

For Office Use Only:
Comments ____________________________________________

Approved by ____________ Disapproved by ____________ Date ____________

FA processed by: ________ Date ________ PS Processed by ________ Date ________ Letter Sent by ________ Date ________

2201 W College Parkway ● Carson City NV 89703 ● Phone (775) 445-3277 ● Fax (775) 445-3147 ● www.wnc.edu