

## REFUND AND CLASS DELETION REQUEST DUE TO EXCEPTIONAL CIRCUMSTANCES

The college's refund policy when withdrawing from full-term credit classes is 100% if withdrawal is completed within the first five working days of the semester. Courses scheduled to begin and/or end on dates different from the regular semester term dates must be dropped prior to the first day of class for 100% refund. No refunds of any amount are given after these time periods.

This form is to request an exception to the refund policy for circumstances listed below. **This request will not be considered until classes are dropped from myWNC. The deadline to drop courses is:**

- **Full-term classes– by the Thursday or Friday of the 9<sup>th</sup> week of the semester (see semester academic calendar for exact date)**
- **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**

If a refund exception is approved, a refund of registration, lab, and non-resident fees will be given and the applicable class(es) will be deleted from a student's transcript; removed courses may apply to the total credits attempted for financial aid. Application fees are non-refundable. Courses dropped will remain on a transcript with a grade of "W" unless the refund exception is approved. **If this request is not approved, the student is responsible for all fees associated with the class(es) dropped.** 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.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Semester/Year of request: \_\_\_\_\_ For the following classes: \_\_\_\_\_

Please check the exception for which you feel you qualify and attach the required documentation:

\_\_\_\_ 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)*

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

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Submit completed form to the Dean of Student Service's office or Admissions and Records or fax to 775-445-3147. **Deadline for submission is no later than the last day of the semester in which the refund is requested**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Comments \_\_\_\_\_

Approved by \_\_\_\_\_ Disapproved by \_\_\_\_\_ Date \_\_\_\_\_

FA processed by: \_\_\_\_\_ Date \_\_\_\_\_ PS Processed by \_\_\_\_\_ Date \_\_\_\_\_ Email Sent by \_\_\_\_\_ Date \_\_\_\_\_