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 or changed to audit status in MyWNC. The deadline to drop courses, or switch from credit to audit, is:

- Full-term classes – by the Thursday or Friday of the 9th 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).

Submit completed form with documentation to the Chief Enrollment and Student Success Officer’s office or Admissions and Records, or email to admissions.records@wnc.edu 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.