



CHANDLER-GILBERT COMMUNITY COLLEGE

Refund Exception Request Form

Please submit the completed form to the Director of Admissions, Registration, and Records

Request for: _____ Student ID Number: _____
Term Year

Name: _____ Date: _____
Last First

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Alternate Phone Number: _____

E-Mail Address: _____

List All Classes That You Are Requesting a Refund Exception:

Table with 4 columns: Subject Code/Number, Class #, Instructor, Last Day You Attended Class. Contains 5 rows of blank lines for data entry.

Are you receiving veteran's benefits this term? _____ Yes _____ No
Are you receiving financial aid this term? _____ Yes _____ No

In order for the Refund Appeals Committee to understand why you were unable to withdraw by the posted deadline date, you must provide a written explanation and attach documentation to substantiate your request and clearly define why a refund exception should be made.

Students Do Not Write Below This Line - College Use Only

Committee Recommendation _____ Approved _____ Denied Date: _____

Date Student Notified: _____

Notes: _____





CHANDLER-GILBERT COMMUNITY COLLEGE

REFUND EXCEPTION INSTRUCTIONS

It is the responsibility of our students at Chandler-Gilbert Community College to be aware of the refund policy as stated in the College catalog, the class schedule, and online at www.cgc.edu.

After the deadline, you may request a refund if you are unable to complete a semester due to the death of a family member, or a serious illness, verifiable by a doctor's written statement that the illness prevents you from attending all classes for the semester. Appropriate documentation must be provided.

Approvals for the above reasons may be prorated.

If you are in the Armed Forces or the Arizona National Guard, called to active duty and assigned to a duty station you will be allowed to withdraw with a 100% refund of tuition provided courses have not been completed. A copy of your orders is necessary for the refund.

1. **Complete the Refund Exception Request Form.**
2. **Provide a written explanation of the circumstances for requesting a refund beyond the posted refund date.**
3. **Attach documentation to substantiate your request, i.e. medical documentation completed by a physician, death notice, etc.**

NOTE: Incomplete or undocumented requests will not be reviewed. Approval of your request may not relieve you of your financial obligations and may affect your financial aid or veteran's benefits.

All items must be attached to the Refund Exception Request form and submitted to Linda Shaw, Director of Admissions, Registration, and Records. You will receive written notification of the committee's decision.



MARICOPA
COMMUNITY
COLLEGES®