

Refund Appeal Exception Request

Please Check One: CGCC EMCC GWCC GCC MCC PVCC PC Rio SCC SMCC

It is the responsibility of Maricopa Community College students to understand the refund policy. Refund deadlines are based on official start dates of the class. The refund deadline does not change if a student enrolls after the official class start date.

Information to consider before submitting a refund exception appeal:

- Review Maricopa Community College's Refund Policy (AR 2.2.10) located on the college website.
- Refunds for personal and/or family illness may be prorated based on the official date of withdrawal and the length of the class. Lab and course fees are not refundable.
- **Students are responsible** to understand the potential negative impact refunds can have if financial aid or veteran benefits were received.

The following reasons are not considered qualifying exceptions:

- Work schedules, transportation issues, moving, and/or personal financial hardship.
- Students who do not pay for classes.
- Incomplete or undocumented requests will not be considered.

Students experiencing academic difficulty are encouraged to seek assistance from the instructor or student support services available on campus. Students who have a concern or complaint regarding a class or instructor must follow the **Instructional Grievance Process (AR 2.3.5 & Appendix F)** listed in the online college catalog.

Steps requiring completion before a refund appeal is considered:

1. Accurately complete the *Refund Exception Appeal Form*.
2. Provide a written explanation justifying a potential refund past the official refund date.
3. **Attach documentation** to substantiate appeal (i.e. medical documentation, letter from employer, copy of military orders, death notice, etc.).

Attention:

- Attach **all relevant documentation** with the completed *Refund Appeal Exception Request Form* and submit to the office of Admissions, Registration & Records located in the Enrollment Center.
- An approved request may not relieve any financial obligation to the college and can negatively impact financial aid and/or veteran educational benefits.
- Appeal decisions will be communicated through Maricopa Community Colleges **online Student Message Center** (my.maricopa.edu).
- **All decisions are final.**

Return form and supporting documentation to:

Phoenix College
Admissions, Records & Registration
1202 W Thomas Rd.
Phoenix, AZ 85013

Maricopa Community College Refund Exception Appeal Form

Please Check One: CGCC EMCC GWCC GCC MCC PVCC PC Rio SCC SMCC

Name: _____ ID# _____

Home Address _____

City, State, Zip: _____ Phone: _____

Email Address: _____

Reason for Refund Exception: (Check One):

- Military Service: Copy of official orders is required.
- Serious Personal Illness: Letter from qualified health care provider, must document inability to continue attending all classes for the semester.
- Serious Illness or Death of family member: Appropriate documentation must be attached.

Term (Check One):	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	*Year Course Taken: _____
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****Refund Appeals must be filed within one (1) year from the semester the course was taken.***

List all classes requesting a refund exception (see below example):

Subject Code	Class #	Start Date	Credit Hrs	(Office Use Only) Official Date of Withdraw
ENG101	12345	January 19, 2017	3	

Did you (the student) receive Financial Aid? Yes No and/or Veterans benefits? Yes No

Student Signature : _____ Date: ____/____/____

****I have read and understand the instructions for requesting an exception that are on the back of this form and understand that all decisions are final.***

For Office Use Only	
___ Approved	___ Denied
Signature of College Official _____	Date _____