

REFUND REQUEST DUE TO EXCEPTIONAL CIRCUMSTANCES

Beginning with spring 2021, the college's refund policy when withdrawing from credit classes that meet during standard semester dates is 100% if withdrawal is completed within the first week of the semester, and 50% if withdrawal is completed within the third week of the semester. The standard semester is 16 weeks for the fall and spring semesters and eight weeks for the summer semester. Classes scheduled outside of the standard term, starting earlier and/or after the start of the semester, DO NOT follow standard term refund rules. For non-standard semester classes that are two weeks or longer, refund of fee is 100% if withdrawal is complete no later than the first date of class and 50% if withdrawal is complete after the first day and within the first 20% of class. For non-standard semester classes that are 5 days or longer, refund of fees is 100% if withdrawal is complete no later than the first day of class. For non-standard semester classes that meet less than five days, refund of fee is 100% if withdrawal is prior to the first day of class.

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.** If the deadline to withdraw was missed, the committee will consider an exception only for an extraordinary circumstance.

If a refund exception is approved for 100%, 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. If a refund exception is approved for 50%, the class will remain on a student's transcript with a W grade. Application fees are non-refundable, **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 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.

_____ Student's Signature	_____ Date
For Office Use Only:	
Comments _____	
Approved by _____ 100% or 50% _____	Date _____ Disapproved by _____ Date _____
FA processed by: _____ Date _____	PS Processed by _____ Date _____ Email Sent by _____ Date _____