

Eastfield College Petition Request for Refund

CLASSES MUST BE DROPPED BEFORE PETITIONING FOR REFUND

Follow the specific guidelines listed below before submitting a petition. Failure to do so could result in automatic denial:

1. The Committee will NOT process your petition until you officially drop the course or withdraw from the college through the Registrar's Office.
2. REASON FOR REQUESTING REFUND: On the reverse side, state very clearly why you feel you deserve a refund and attach any documentation that may support your reasons for a refund. If this is not done, your petition will be automatically denied.
3. The Refund Petition Committee considers extenuating circumstances only! Consult the class schedule or catalog for the refund policy currently in effect.
4. Petitions must be submitted prior to the end of the semester for which the refund is requested. *Do not use this form if you are requesting a refund for a past semester.*
5. You will be notified by mail of the Committee's decision regarding your petition request.
CALLING WILL NOT EXPEDITE THE PROCESS!

Every effort will be made to process your petition in a timely manner; however, please expect a minimum of 6-8 weeks turnaround.

E-MAIL ADDRESS		
STUDENT NAME (LAST, FIRST, M.I.)		CURRENT PHONE
STUDENT ID#		DATE
STREET ADDRESS:		
CITY, STATE, ZIP CODE		
SEMESTER YEAR: 200_____	<input type="checkbox"/> Spring/Wintermester <input type="checkbox"/> Fall <input type="checkbox"/> SUM I / Maymester <input type="checkbox"/> SUM II	% REFUND REQUESTED

List only the DROPPED course(s) for which you are requesting a refund:

Course Name Ex: ENGL	Course Number Ex: 1301	Section No. (MUST start with '4') Ex: 4001 or 40200	Day and Time (Need ONLY if no Section No.)
YOUR SIGNATURE:			Admissions Use Only

