

Petition Criteria

1. Personal illness, injury, or death in the family that prevented the ability to officially withdraw before deadline for refund
2. Change in work schedule or new employment after deadline for refund
3. Change in childcare after deadline for refund
4. Imprisonment after deadline for refund
5. Institutional error
6. Deployed active military (not training) after deadline for refund
7. If your reason for requesting a refund does not meet any of the criteria above, or if you do not provide official documentation supporting any of the criteria above, the college will offer a one-time exception. If you have already been given a one-time exception, your petition will be denied.

Petition Guidelines

Please initial next to each guideline to acknowledge your acceptance. Failure to comply with these guidelines will result in the denial of your petition.

- _____ **I have included a typed and signed personal statement explaining my reason for requesting a refund.**
- _____ **I have included any applicable documentation to support my reason for requesting a refund.** Documentation must be typed on official letterhead, signed, and dated. Examples of documentation include a physician's note indicating dates of illness; court documentation; letter from employer stating change in work schedule or official hire dates, etc.
- _____ **I have either dropped or been issued a Y or W grade for all courses for which I am petitioning for a refund.** Petitions for courses that have been issued a grade indicating completion of the course (A-F, I, P, N, X) will be denied. If you believe you were issued one of these grades in error, you may contact the instructor for the course to request a change of grade to W or Y.
- _____ **I am submitting this petition within one calendar year of the end of the course(s) for which I am requesting a refund.** The only exception to this deadline is if there was a verifiable institutional error. Not knowing that you registered yourself for the course(s) does not constitute institutional error.
- _____ **I understand that if I used financial aid funds to pay for the course(s), I may not be entitled to keep the refund if my petition is approved.** Contact the Office of Financial Aid and Scholarships if you have questions about this.
- _____ **I understand that I will receive a decision on my petition via email within two weeks of the date it is received.** If your petition is denied, you may submit an appeal to the Registrar within 30 days of the date your denial email is sent.

Full Name* _____ Student ID/SSN* _____

Phone* _____ Email* _____

Term for which you are requesting refund*: Fall _____ Winter _____ Spring _____ Summer _____

Course Number(s)* _____

Student Signature* _____ Date _____

OFFICE USE ONLY	
Approved/Denied by _____	
Comments _____	
Letter Sent _____	

Return completed form to:
EMAIL: registration@clackamas.edu
FAX: 503-722-5864

IN PERSON: Enrollment Services, Roger Rook Hall Lobby
MAIL: Enrollment Services, Clackamas Community College, 19600 Molalla Ave, Oregon City, OR 97045-7998