

Petition Criteria (must meet at least one to be considered)

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 a refund
4. Imprisonment
5. Institutional error
6. Deployed active military (not training)

Petition Guidelines

1. **All petitions must include documentation when applicable.** Documentation should support your personal statement and should be typed on official letterhead, signed, and dated. Examples of documentation include a physician's note indicating dates of illness, injury, or disability; court documentation; letter from employer stating change in schedule or official hire dates; letter from childcare provider, etc.
2. Petitions can only be approved for courses without a letter grade (W and Y grades or non-graded courses dropped after deadline for a refund).
3. The Refund Petition Committee will respond to petitions via email within **30 days** of the date they were received. This timeframe may be extended if petitions are incomplete, and incomplete petitions will be denied if they remain incomplete after **30 days** from the time the Refund Petition Committee requests additional information.

Petition Checklist

- Completed Refund Policy Petition Form
- A typed and signed personal statement citing the reason you are requesting a refund
- Official documentation supporting your personal statement (if applicable)

Full Name _____ Student ID/SSN _____

Phone # _____ Email _____

Mailing Address _____

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

Course Number(s) and Title(s) _____

I have read the above criteria and guidelines and certify that the information I have provided is true and accurate to the best of my knowledge.

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