

**Petition Guidelines\***

*\*Indicates required field*

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

- \_\_\_\_\_ **I have included a typed and signed personal statement explaining my reason for requesting a refund.**
- \_\_\_\_\_ **If applicable, I have included 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 attendance 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), my financial aid for the term(s) may be adjusted, possibly increasing the balance owed to CCC.** If my petition is approved, I may not be entitled to keep the refund due to the financial aid adjustment. 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.

**Petition Criteria**

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

**Full Name\*** \_\_\_\_\_ **Student ID\*** \_\_\_\_\_

**Phone\*** \_\_\_\_\_ **Email\*** \_\_\_\_\_

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

**Course Number(s)\*** \_\_\_\_\_

**Student Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Approved/Denied by _____	
Comments _____	
Letter Sent _____	

**Return completed form to:**

**EMAIL:** [registration@clackamas.edu](mailto:registration@clackamas.edu)

**FAX:** 503-722-5864

**IN PERSON:** Registration & Records, Roger Rook Hall Lobby

**MAIL:** Registration & Records, Clackamas Community College, 19600 Molalla Ave, Oregon City, OR 97045-7998