

## Student Request for Exception to Withdrawal or Refund Policy

If you are no longer attending, it is your responsibility to withdraw from the course(s)  
 SUBMITTING A REFUND REQUEST FORM DOES NOT OFFICIALLY WITHDRAW YOU FROM A CLASS OR THE COLLEGE.

**Deadline: Within 120 days of when the final grade was posted for that semester according to the academic calendar.**

**All request must include the below items and are the responsibility of the student:**

**STUDENT:**  
 A Letter of Explanation     Documentation     Transcripts     Copy of student bill/schedule

**INSTRUCTOR:**  
 A Letter of attendance verification & current grade from instructor(s)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

(Not Social Security Number)

Email (primary contact): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

**Check Reason for Request:**

Request for withdrawal (without refund)     Request for refund

Academic year: \_\_\_\_\_ Term: \_\_\_\_\_

Key West campus     Marathon campus     Coral Shores campus     Virtual campus

**Supporting Documentation**

- Medical**-Physician's letter on official letterhead, or other medical documents, indicating the *severity, duration, and academic impact* of the condition and recovery period.
- Employment**-a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective dates.
- Death of Immediate Family Member**-documentation of the death and your relationship to the deceased
- Active Military Duty**- documentation must include a copy of orders.
- College Change or Error**-a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to withdraw from your course(s).

**Course(s) for which you are requesting an exception:**

Course Prefix	Course Number	CRN# (5 digits)	Course Title

**During the term listed above were you receiving any of the following:**

Financial Aid (Pell Grant, scholarship, student loan, Bright Futures, FL Prepaid)?     Yes     No

**If Financial Aid recipient, please contact the Financial Aid Office prior to submitting your request.**

Military tuition assistance?  Yes     No    **Veterans' (VA) Benefits?**     Yes     No

Were you an International Student on an F-1 visa during the term listed above?     Yes     No

**Request received without proper documentation and formal withdrawal/tuition refund letter will be returned.**

**Signature:** Director of Financial Aid/VA Assistances/ International Students Coordinator

By signing below I certify that I have read and understand all of the information on the front and back of this form.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date





## Student Request for Exception to Withdrawal or Refund Policy

Students petitioning the College should consider the importance of this request and take great care in organizing the content of the letter of explanation that is to be attached to the Request for Exception form.

- All appeals **MUST** be based on exceptional, extraordinary circumstances beyond the student's control.
- Since procedures and dates for dropping within the refund period and for withdrawing are widely publicized, requests from students claiming that they "did not know" procedures and dates will not be considered.
- Once the term has ended and grades have been posted, requests for a grade change from "F" to "W" (withdrawal) will be forwarded to the FKCC Student Services Appeals Committee
- If you are receiving financial aid, veterans' benefits, or are an international student, please check with the appropriate office to determine if your request will affect your benefits or status. **Please note that if you are receiving financial aid, a refund may cause you to fall below the minimum number of credits required for financial aid. You may be required to pay back financial aid monies received.**
- All refunds to students will be reduced by or applied to any outstanding balance owed to the College.

The following circumstances are **NOT** considered extraordinary and extenuating, and are **NOT** eligible circumstances to file an appeal:

- Incarceration
- Transportation issues
- Issues involving course content
- Issues involving method of instruction
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog and student handbook

**Request may take up to 30 days for a response.**

**Submit your request for consideration to:**

FKCC Student Services Appeals Committee

fkccstudentappeals@fkcc.edu

Florida Keys Community College, 5901 College Road, Key West, FL 33040

Phone: (305) 809-3292 Fax: (305) 292-5163