

COLLEGE OF THE SISKIYOU

Admissions & Records

800 College Avenue, Weed CA 96094 * Fax: 530-938-5367 * registration@siskiyous.edu

Refund or Elimination of Charge Appeal

The student is expected to drop his/her classes within the Refund Deadline. If you do not show up or stop attending classes and fail to drop within the refund guidelines you are responsible for all your tuition and fees.

This petition is a formal request for an exception to or waiver of college procedures. Extenuating circumstances are verified cases of illness, accident, or other circumstances beyond your control. State the extenuating circumstances in as much detail, and as clearly as possible. Attach evidence to support your request. Incomplete Appeals will be denied

PETITIONS WITH INSUFFICIENT INFORMATION, EXPLANATION OR DOCUMENTATION WILL BE DENIED.

Community Education Courses (courses that start with X) are not refundable after the first day of class.

A decision will be sent to you by the end of the current semester.

Last Name: First Name: SID#: S00

Street Address:

City: State: Zip:

Phone: COS Email: @ins.siskiyous.edu

Term:

- 1. Is this class still in this fiscal year? YES NO
2. Did you drop the class? YES NO
3. Did you attend the class? YES NO
4. Did you miss the refund deadline because of: Accident resolving in injury or the inability to attend classes - (medical documentation required) Illness - Chronic conditions do not qualify under this process - (medical documentation required) Other Circumstance beyond student's control (If none of these apply you are NOT eligible)

5. Please list course(s) in question:

Table with 3 columns: CRN, COURSE, UNITS

Please use second page for explanation.

RELEASE OF INFORMATION: If you would like us to be able to discuss any information regarding this petition with a third party (parent, lawyer, etc.) please complete a Release of Information form and submit to Enrollment Services.

STUDENT EXPLANATION: (Print or Type)

Student Signature: _____ Date: _____

As per page 10 of the COS 2016-17 catalog and Administrative Procedures 5075 and 5030 it is the responsibility of the student to officially withdraw from class to be eligible for a refund. You are entitled to a refund if you drop a full-term course by the Add/ Drop/ Refund Deadline. The Add/ Drop/ Refund Deadline is listed in the Academic Calendar. Short-term and Fast-Track courses each have their own Add/ Drop/ Refund Deadlines. Check with the professor or on your schedule located in your Navigator account. Documentation is the responsibility of the Student. College of the Siskiyous does not bill students by mail. When you register – all fees are charged to your student account which you can see through your mySiskiyous account.

FOR OFFICIAL USE ONLY

Approved Denied

Process Date: _____

Initials: _____

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