

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 _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Phone: _____ COS Email: _____ @ins.siskiyous.edu _____

Fall _____ Spring _____ Summer _____

- 1. Is this class still in this fiscal year? YES NO (If NO you are NOT eligible. If Yes go to question #2)
2. Did you drop the class? YES NO (If you never dropped the class you are NOT eligible. If Yes go to question #3)
3. Did you attend the class? YES NO (If Yes go to question #4)
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. Multiple empty rows for data entry.

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.

