



State-support Credit and Noncredit Classes OFFICIAL WITHDRAWAL FORM

Spokane Community College
 Spokane Falls Community College

Quarter/Year:
 Summer_____
 Fall_____
 Winter_____
 Spring_____

STUDENT INFORMATION

Name _____ SID

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LAST
FIRST
INITIAL

Address _____ Phone () _____

City _____ State _____ ZIP _____

Please check the box below that best explains your reason for withdrawing:

<input type="checkbox"/> Personal	<input type="checkbox"/> Financial	<input type="checkbox"/> Medical/illness	<input type="checkbox"/> Military duty
<input type="checkbox"/> Relocation	<input type="checkbox"/> Class canceled	<input type="checkbox"/> To accept job offer	<input type="checkbox"/> Conflicts with work schedule
<input type="checkbox"/> Other (please explain) _____			

Did you apply for/or receive financial aid this quarter?
 Yes No If YES, financial aid staff signature required, below.

Do you plan to return next quarter?
 Yes No

Note: Students awarded financial aid are responsible for repaying federal and state aid programs for unearned grant funds received.
 Note: Federal Financial Aid refund policy supersedes institutional refund policy.

Student's signature (required) _____ Date _____

REGISTRATION INFO

ITEM NO.	COURSE NO.	SECTION	COURSE TITLE

PROCESSING SIGNATURES
Official Use Only

Student notified institution of intent to withdraw

Staff signature	Date notified/received
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Official Withdrawal Form processed by Registration

Registration signature	Date processed
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Official Withdrawal Form processed by Financial Aid Office

Financial aid signature	Date processed
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EXCEPTION to tuition refund percentage authorized by

VP/dean or designee signature	Refund %	Date
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REFUND POLICY

State-support Credit and Noncredit Courses

This schedule prevails whether the student attends class or not.

Students who withdraw from college in accordance with withdrawal regulations may apply for refunds according to the following schedule:

1. 100% refund for classes canceled or for college initiated changes of days or time.
2. 100% refund before the sixth day of instruction of the regular quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
3. 50% refund beginning the sixth day of instruction through the 20th calendar day of the quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
4. No refund is granted after the 20th calendar day of the quarter.
5. Refunds for classes which do not follow the regular college calendar are based on a proportionate relationship to the length of a standard quarter.
6. Refunds for lab and course fees will be in the same proportion as the tuition refund schedule except books included in lab fee charges are nonrefundable.
7. Refunds for parking permits will only be granted if the permit is returned during the appropriate refund period. A charge will be created for parking permits that are paid for by financial aid but are not returned when a withdrawal is processed.
8. Note! A reduction in your enrollment level may affect your financial aid eligibility.
9. Summer quarter refund rates are changed proportionately to the reduced summer quarter.

Cancellation of Program or Class

If a program or class is canceled, the student will be officially withdrawn from the class and granted a full 100% refund unless the student enrolls in a course to replace the canceled course. If the new course is for fewer credits, the student will receive a refund for the difference.

Process for Obtaining a Refund

1. To obtain a refund, the student must complete and sign an official withdrawal form or an add/drop form. It is the student's responsibility to initiate the refund process and obtain the necessary signatures. The refund is processed through the Admissions/Registration Office.
2. If a refund check is due, it will be mailed to the student approximately two weeks from the date the business office receives the withdrawal form or the add/drop form. A \$7 processing fee will be deducted from the refund amount.
3. Debts owed to the college must be paid in full before the refund is issued.
4. Tuition and fees paid by credit card are credited to the credit card. Tuition and fees paid by agency, scholarship, financial aid, student loan or private grants are refunded in accordance with the Title IV federal student aid refund policy. Contact the Financial Aid Office for additional information.
5. Students who are dismissed for disciplinary reasons are not eligible for a refund.

Exceptions to the Refund Policy

Exceptions to the refund policy will be considered only if, in the judgment of the college, an extreme hardship exists such as illness, hospitalization, or military transfer. A student must submit an appeal for an exception to the refund policy in the form of written documentation to the registrar.

All course offerings are subject to change. The college cannot guarantee class offerings, designated times, or specific instructors as funding levels and student interest may affect whether or not an offering is available.