

**Student Information**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Student I.D. number \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

**I am requesting (check all that apply):**

- An exception to the refund policy
- A grade change (see Exception to Academic Policy)
- Class removed from the transcript (see Exception to Academic Policy)

**EXCEPTION TO REFUND POLICY**

The College's standard refund deadlines are described on the web, in handouts, in the class schedule and the catalog. Students who wish to be considered for a refund beyond those regular deadlines must complete all of the following steps:

- Withdraw from the courses
- Submit this petition, complete with your signature below
- Submit a written statement, detailing your situation and indicating your request. Be as specific as possible as to why you are asking for an exception.
- Include **supporting documentation (see Below)**

Requests (with supporting documentation) are given the strongest consideration in the following circumstances:

- call to active military duty due to national emergency - **attach *Military Orders if called to active duty due to national emergency.***
- death of an immediate family member - **attach *death certificate or obituary, plus documentation showing your relationship to the deceased.***
- a severe and unexpected illness which began during the term, and prohibits your ability to complete the coursework - **Documentation from medical professional on clinic/hospital letterhead with detailed doctor's information. Documentation should clearly indicate the start date of the condition/illness. This documentation must be signed by the medical professional.**

Limited other circumstances may be considered. Submitting a petition does not guarantee its approval.

Request materials (form, statement, documentation) are reviewed by a committee of faculty, staff and administrators. The committee reviews petition materials at intervals during the quarter. Students are notified of the committee's decision via e-mail.

**DEADLINE TO SUBMIT REQUEST**

By the end of the quarter in question. Requests received after the last day of the quarter may not be considered.

**By signing this request, you agree that you have read this document and have attached the necessary documentation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You can submit this petition (form, statement, supporting documentation) in the following ways:

Bring to Enrollment Services – Parks Student Union 201 during business hours

Scan/email complete documents to [registration@everettcc.edu](mailto:registration@everettcc.edu)

Fax documents to 425-388-9173

Mail documents to Everett Community College, Attn: Enrollment Services, 2000 Tower St., Everett, WA 98201

**EXCEPTION TO ACADEMIC POLICY**

The College's standard academic policies are described on the web, in handouts, in the class schedule and the catalog.

Students who wish for a grade change or other academic record change beyond those regular deadlines must:

Contact the instructor of the course in question. If that is not possible, contact the division dean

If the student is unable to resolve the situation by speaking with the faculty or the dean, the student can submit a written statement, detailing their situation and indicating their request. Be as specific as possible as to why you are asking for an exception.

Include any documentation to support your request.