



Assistant to the Vice President for Student Services
 1500 College Parkway
 Elko, NV 89801
 Phone (775)753-2184 or Fax (775)753-2311

Request for Refund Exception

Requests for refunds must be filed within one year from the last day of the semester the student is appealing.

Name _____ Student ID or SSN _____

Mailing Address _____
 Street Address or PO Box _____ City _____ State _____ Zip _____

Phone Number _____ Term _____ Email address _____

Courses you are requesting a refund for:

Class Number	Department	Course Number	Section Number	Units

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Please read the following to determine if you might qualify for an exception to the refund policy and should file this form:

Students are responsible to either pay for or officially drop from each class in which they register within the posted refund periods.

Note that the following circumstances are determined to be inapplicable to the refund exception process and will not be considered:

Not qualifying for or not receiving financial aid, finding the course too hard, disliking the course or instructor, and not attending class. Stopping payment on a check does not constitute withdrawal and will result in additional fees and collection costs. A student can never withdraw from a course by phone, whether it is a live conversation or a message left for an instructor, on a center phone, etc.

I have read the exception to the refund policy and feel I qualify for an exception to the above policy because:

Please indicate (by check marking) the basis of your case:

- Verifiable error on the part of the institution (must present a case and supply documentation).
- Death or incapacitation resulting from an illness or injury of the student; or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester (must present a case and attach a copy of medical documentation or death certificate when applicable).
- Involuntary job transfer outside the service area of the institution (documentation from employer must be attached).
- Deployment of the student in the U.S. Armed Forces (must present a case and attach a copy of your military orders).
- Other exceptional circumstances beyond the control of the institution or the student (must present a case and attach documentation whenever possible).

Please initial after reading:

- I understand if I am approved for an exception to the refund, the refund may be applied back to my financial aid or other past due balances.
- I understand that the grade of "W" (withdraw) will remain on my transcript and may affect my financial aid eligibility.

If you believe you qualify for an exception to the refund policy, please state your case on the second page (back) of this form, sign the form, attach any documentation in support of your case, and submit to the Assistant to the Vice President for Student Services. For the exception to the refund policy to be processed, you must include the completed second (back) page.

Current Refund Schedule

- A. The refund policy for withdrawal or net credit load reduction for all students in all programs, except summer session courses and non-regular semester courses, shall be:
 - 100% if initiated by the end of the first week of the term.
 - 50% if initiated by the end of the second week of the term. No refund after the second week of the term.
 - No refund shall be given for the application for admission fee.
- B. The refund policy for one or two day courses:
 - 100% if initiated before the start of the class.
 - 0% after the class begins.
- C. The refund policy for summer session and all non-regular semester courses shall be:
 - 100% if initiated before 10% of the class length has elapsed.
 - 50% if initiated before 20% of the class length has elapsed. No refund after 20% of the class length has elapsed.

Note: For Internet classes, the first class meeting is considered to be 8 a.m. of the first business day of the week in which the course began.

- D. The refund policy for community education courses shall be:
 - 100% if the college cancels the class.
 - 100% if a student withdraws from a community education class at least seven days prior to the first day of class. No refund if the student drops the class fewer than seven days prior to the first day of class.
- E. Non-resident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credits or less and for withdrawal.
- F. Exceptions require the approval of the President or his designee.

The Refund Appeals Committee will determine if a refund is warranted.

State your case here (attach more paper if needed):

Student's Signature _____ *Date* _____

For Official Use Only

Authorizing Official's Remarks:

Approved _____

Disapproved _____

Amount of Refund _____ %