

REFUND EXCEPTION INSTRUCTIONS

It is the responsibility of our students at Chandler-Gilbert Community College to be aware of the refund policy as stated on your invoice, the College catalog and the class schedule.

After the deadline, you may request a refund if you are unable to complete a semester for a serious illness, verifiable by a doctor's written statement that the illness prevents you from attending all classes for the semester; a serious illness or death of a family member that prevents you from attending all classes for the semester. Appropriate documentation must be provided.

Approvals for the above reasons may be prorated.

If you are in the Armed Forces or the Arizona National Guard and called to active duty and assigned to a duty station you will be allowed to withdraw with a 100% refund of tuition provided courses have not been completed. A copy of your orders is necessary for the refund.

- 1. Complete the Refund Exception Request Form attached.**
- 2. Provide a written explanation of the circumstances for requesting a refund beyond the posted refund date.**
- 3. Attach documentation to substantiate your request, i.e. medical documentation completed by a physician, death notice, etc.**

NOTE: Incomplete or undocumented requests will not be reviewed. Approval of your request may not relieve you of your financial obligations and may affect your financial aid or veteran's benefit.

All items must be attached to the Refund Exception Request Form and submitted to Irene Pearl, Supervisor of Admissions, Registration and Records. You will receive written notification of the committee's decision.

