

## 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 Linda Shaw, Supervisor of Admissions, Registration and Records. You will receive written notification of the committee's decision.

Mail to: Chandler-Gilbert Community College  
Attention: Refund Exception Requests  
2626 E. Pecos Rd.  
Chandler, AZ 85225



Refund Exception Request Form

Please submit the completed form to the Supervisor of Admissions, Registration and Records

Please Print or Type

Request for: \_\_\_\_\_ Student ID Number: \_\_\_\_\_
Term Year

Name: \_\_\_\_\_
Last First

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

List all classes that you are requesting a refund exception:

Table with 4 columns: Subject Code, Section #, Instructor, Last Date You Attended Course. Includes 5 rows of blank lines for data entry.

Are you receiving veteran's benefits this term? Yes No
Are you receiving financial aid this term? Yes No

In order for the Refund Appeals Committee to understand why you were unable to withdraw by the posted deadline date, you must provide a written explanation and attach documentation to substantiate your request and clearly define why a refund exception should be made.

Students Do Not Write Below This Line - College Use Only

Committee Recommendation Approved Denied
Date Student Notified \_\_\_\_\_