

Name: _____

L# _____

Address: _____

Petition for Exception to Refund Policy For Non- Credit Classes

Petitions for refunds are only considered for circumstances clearly beyond a student's control. It is your responsibility to understand the refund policy:

- Classes lasting four weeks or longer must be dropped by midnight on the Sunday following the first week of the class for a refund.
- Classes less than four weeks must be dropped at least three working days before the class begins to receive a refund.

The following are some examples of why a petition may be approved. Written documentation is required:

- Personal illness or injury
- Illness or injury of a family member
- Death of a family member
- Documented Lane error

The following are some examples of why a request for a refund may be denied:

- Failure to understand the refund deadline
- Failing or not doing well in a class
- Change in work schedule
- Transportation issues

Incomplete Exception Request petitions or requests without documentation will not be processed. ONLY complete petitions with supporting documentation will be considered. You will be notified of the results of your request within two weeks. You can also check your account summary in ExpressLane. If your petition has been approved, you will see a reduction in your tuition and fees and/or a credit to your account. If you have already paid for your course, the College will mail you a refund check.

The Review Process:

In reviewing your petition, the committee will consider whether the situation was beyond your ability to control and whether it prevented you from dropping by the drop deadline for the class(es). Please make sure you have followed the specific steps listed below before submitting a petition. Failure to do so could result in automatic denial.

Step One:**Your Date of Birth:** _____**Your Mailing Address:** _____**Your E-mail:** _____**Your Phone:** _____**List the CRN(s) and name(s) for the class(es) for which you are requesting a refund:**

CRN and Course Title:			Term Registered:

Step Two: (initial upon completion)

_____ I was not able to drop class(es) by the refund deadline. I understand that petitions submitted without documentation will be denied. Examples of acceptable documentation include: Physician verification providing you were unable to attend classes

- Physician verification stating you were primary caregiver
- Copy of death certificate of immediate family member
- Letter/document of explanation and verification from professional source (counselor, clergy, police report, etc.)

Step Three: (initial upon completion)

_____ On a separate sheet of paper, write an explanation of why you are requesting a refund and why you were not able to drop your class(es) before the refund deadline. Attach your explanation to this form.

Step Four: Submit your petition and supporting documentation to Enrollment Services located in the Downtown Center lobby or via mail to the address below.

Lane Community College
Continuing Education
Enrollment Services
1059 Willamette St.
Eugene OR 97401

Student's signature: _____**Date:** _____

Refund Committee Use Only:

Approved: _____ Denied: _____ Notified: _____

Refund Committee signature: _____

Date: _____