



Name: _____

L# _____

Address: _____

Petition for Exception to Refund Policy For Credit Classes

Incomplete Exception Request forms or requests without documentation will not be processed. ONLY complete petitions with supporting documentation will be considered. You must drop your class(es) before submitting this petition. Incomplete petitions will be denied. You will be notified of the results of your request via email. Please check that your email address is current in our system. You can also check your account summary in myLane. If it has been approved, you will see a reduction in your tuition and fees, and/or a credit to your account.

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 term. Please make sure you have followed the specific steps listed below before submitting a petition. Failure to do so could result in automatic denial.

All Petitions must be received in Enrollment & Student Financial Services by the end of the eighth week of the term. Students who cannot attend classes after the eighth week of the term because of extenuating circumstances should check the College policy for grade options available. (<http://www.lanecc.edu/cops/schedule.htm>)

Step One: Check after completion _____

I have read the policy statement located online at: <http://www.lanecc.edu/es/exceptiontorefund.html>

Step Two: Student and Course Information - Check after completion _____

Date of Birth: _____

Email: (required – please update) _____

Phone: () _____

Are you receiving Financial Aid from Lane? Yes _____ No _____

If you are receiving Financial Aid from Lane, what was your last date of attendance? _____

If you are a Financial Aid student, click on the following link for important information on how dropping a class may affect your financial aid: (<http://www.lanecc.edu/finaid/withdrawal-info.htm>)

If your Lane account is currently in collections, please check here: _____

_____ I have dropped the class(es) for which I am requesting a refund.

List the CRN and name for the class(es) you have dropped and are requesting a refund:

CRN and Course Title	Term Registered

Step Three: Check after completion _____

_____ I have attached medical or emergency documentation to support why I was not able to use myLane to drop classes by the refund deadline. I understand that petitions submitted without documentation will be denied. Examples of acceptable documentation include:

- Physician verification proving you were unable to attend classes
- Physician verification stating you were primary care giver
- Copy of death certificate of immediate family member
- Letter/document of explanation and verification from professional source (counselor, clergy, police report, etc.)
- Documentation of Disability

Step Four: Check after 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 Five: Submit your petition to Enrollment Services located in Bldg #1 or mail your petition to the address listed below. A complete petition includes this form and supporting documentation.

Enrollment & Student Financial Services
4000 E 30th Avenue
Eugene, OR 97405

Phone (541) 463-3100
Fax (541) 463-3995
Email AskLane@lanecc.edu

Student's Signature: _____ **Date:** _____

Enrollment & Student Financial
Services use only:

Request Approved

Request Denied

Tracked in TGACOMC

Refund committee signature:

Date:

Refund committee signature:

Date: