

PETITION FOR REFUND OF FEES – COLLEGE PROCEDURE

In keeping with Florida Administrative Rule 6A-14.0541, Central Florida Community College will consider a petition for refund of fees for a course after the official drop period when the student withdraws due to circumstances determined by the College to be exceptional and beyond the control of the student. These may include: illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling; involuntary call to active military duty; a situation in which the college is in error; a change of a course or section (s) initiated by the college because of cancellation, time or location; other circumstances that may be approved upon timely filing with complete documentation with the division of Student Affairs.

There are three terms in the academic year: fall, spring, and summer. The College will consider a student's petition through the end of the term following the term in which the student withdrew because of exceptional circumstances. After the end of the term following withdrawal, no petition will be accepted without the approval of the Vice President for Student Affairs.

Any student wishing to petition for a refund of fees due to exceptional circumstances that meet the conditions listed above must first withdraw from the course(s), then complete a Student Petition Form in the Enrollment Services Center on the appropriate campus and obtain the comments and signature of an academic advisor or counselor in the Enrollment Services Center or the Advisement Office. Objective documentation of the exceptional circumstances (ex.: death certificate, letter from physician, military orders) must accompany the petition. Petitions submitted without objective documentation will be denied.

The petition will be reviewed by the Vice President for Student Affairs or a designee, and will be approved or denied. Within three weeks of submitting the petition, the student will receive notification of the decision by letter at the address the College has on record for the student. Students are responsible to ensure that the address and telephone number on record with the College are correct, so that proper notification can be achieved. A student may appeal the decision to the Academic Exceptions and Petitions Review Committee by filing a notice of appeal. The Committee meets monthly. Notice of appeal must be filed at a campus Enrollment Services Center within 21 days of the date the decision letter was sent by the Office of the Vice President for Student Affairs. Students appealing are expected to appear before the Committee. Decisions of the Petitions Committee are final.

Your signature on the Petition form indicates that you (1) have read and understand the College refund procedure and (2) understand that the college, not the student, decides what constitutes "exceptional circumstances" for a refund of fees. All information submitted must be correct. Insufficient, inaccurate or false information can result in the denial of this petition and possible disciplinary action by the College.

Possible valid reasons for a refund:

Death of student, parent, child or dependent, sibling or spouse
Illness of student or dependent of such severity or duration as to preclude successful completion of course
College error
Involuntary call to military duty

Circumstances not constituting valid reasons for refund:

Death of member of extended family
Change of work schedule or loss of job
Loss of child care
Incarceration
Loss of transportation
Issues involving method of instruction
Dissatisfaction with course content
Dislike of instructor
Lack of understanding of refund policy
Lack of understanding of College policy

PETITION FOR CHANGE OF REGISTRATION STATUS – COLLEGE PROCEDURE

A student may request a change of registration status (petition to withdraw from one or more courses after the last date to withdraw without an "F") only before grades have been awarded for the term for which the student is petitioning. Once a student has been assigned a grade for the term, a petition for change of registration status will not be accepted.