

DELTA COLLEGE

Request for Refund/Retake Exception

The College realizes that on rare occasions, students may need to request an exception to the withdrawal/refund deadlines as published in the catalog, the course planning guide, and on the web due to extenuating circumstances such as:

- Your induction into or deployment for service in the U.S. military
- Death of an immediate family member
- A documented medical emergency of the student
- Other: Provide a detailed explanation of the situation and include any relevant documentation

Examples of reasons **not** accepted are:

- Incarceration
- Job change
- Acceptance into another school
- Relocation
- Not aware of prerequisites
- Not aware of 100%/50% tuition refund drop date
- Loss of transportation to/from class
- Personal/family concerns that impose on study/class time
- Incorrect course advising recommendations provided by “other” college
- Enlisting in the Armed Forces
- Class assignments not met (see Division Chair)
- Issues between the student and the instructor (see Division Chair)
- Known medical condition prior to registration or medical concerns without supporting documentation
- Documented learning disabilities not previously documented with the Disability Services Office or you have ignored their advice

In all cases, the situation must have interrupted your ability to:

- Attend class(es) for a substantial length of time
- Complete the semester
- Adhere to the usual withdrawal or refund procedures

Guidelines:

- Request must be submitted by the last day of the semester for which you are requesting the refund.
- If your Request for Refund/Retake Exception is granted and you are a Financial Aid recipient, including student loans, your financial aid may be reduced or removed and could result in a return of funds to the federal government. You will be responsible for repaying those funds immediately. This includes any financial aid refunds that you have received and/or bookstore charges. You should discuss the impact of this request with the Financial Aid Office (989-686-9080) before submitting a Request for Refund/Retake Exception.
- Registration and Tuition Payment Plan fees are non-refundable and cannot be appealed.
- Filing a Request for Refund/Retake Exception does not relieve your current obligation to Delta College. You are responsible for all charges assessed on your account pending a decision on your appeal.
- If you fail to drop your classes within the add/drop period outlined in the course planning guide you will be charged tuition and fees for your classes.
- You must be withdrawn from the class(es) in question before submitting this Request for Refund/Retake Exception. No action will be taken if appropriate course withdrawal has not been completed.
- No adjustment will be made if you were withdrawn from any course by the faculty or the administration for lack of prerequisites or disciplinary action.
- A Refund Exception Committee will review appeals in a timely manner and you will be notified of the decision **via your Delta e-mail.**
- All supporting documentation must be received at the time the Request for Refund/Retake Exception is submitted. If additional information is required by the Refund Exception Committee, the documentation must be received within two weeks of notification.
- A Request for Refund/Retake Exception will not be approved for pre-existing medical conditions or because you failed to confirm a drop you made using the online registration system.

REQUEST FOR REFUND/RETAKE EXCEPTION FORM

- ✓ Complete this form and submit to the **Registrar (B100), Delta College, 1961 Delta Rd., University Center MI 48710**
- ✓ Be sure to include appropriate documentation (see below)
- ✓ Falsifying information on this request will result in immediate denial and may be grounds for sanctions as outlined under the student code of conduct

Name _____ Student # _____

Address _____ City _____ State _____ Zip _____

Phone Number: _____ Alternate Phone: _____

Request is for the following semester and year: Fall 20____ Winter 20____ Spring 20____ Receiving Financial Aid: Yes No

Please list the course(s) for which the Request for Refund Exemption is being requested.

Course Number (Ex.: ACC 111 01)	Course Title (Ex.: Introductory Accounting)	Credit Hours (Ex.: 4)	Drop Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Request/Documentation

- U.S. Military Induction/Deployment: Submit the induction/deployment notice that clearly displays the date of induction/deployment
- Death of an immediate family member: Submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to you, please supply document(s) that do indicate the relationship. (If drop date is prior to the death, a letter explaining the reason for the drop must also be included)
- A documented medical emergency of the student: Submit statement on doctor’s letterhead (including phone number), dated and signed by the physician. Doctor’s statement must indicate that the medical situation is preventing you from attending class(es) **FOR A SUBSTANTIAL LENGTH OF TIME**, completing the semester, and/or prevented you from adhering to the usual withdrawal or refund procedures. The College reserves the right to verify the authenticity of submitted documentation.
- Other: Provide a detailed explanation of the circumstances and include documentation such as legal documents, police reports, etc.

Attach a letter of explanation explaining your situation and the reasons why you feel the tuition and fee refund policy should be waived in your case. Include the reason you were unable to follow the usual refund/withdrawal procedures. Please be as complete as possible. Also attach the appropriate documentation needed to support the reason you checked above. The responsibility for ensuring that Delta College has received the needed documentation rests with the student filing this request.

- ✓ By signing this request I acknowledge that I have withdrawn from the class(es) listed above. Attached is a letter of explanation and the supporting documentation.
- ✓ I understand that I am requesting the College to conduct a thorough investigation of my account. The College will notify me in writing via my Delta e-mail of the findings and action taken.
- ✓ If I am receiving any financial aid and this request is approved, I understand that it may reduce or cancel my financial aid. Any financial aid refunds received or bookstore charges will be due in full and will remain on my account until paid.
- ✓ I understand that I will be responsible for the Registration fee and any applicable tuition fees.
- ✓ I have reviewed the information contained in this document and **BY SIGNING BELOW, I UNDERSTAND THE IMPLICATIONS OF MY REQUEST.**

Student Signature: _____ Date: _____

REFUND EXCEPTION COMMITTEE USE ONLY

Appeal: Approved Denied Tabled

Retake Credit: Student will receive re-take credit. Student must contact Student Finance to have retake credit applied to the student’s account. The student will have one year to use the credit for class(es) at Delta College.

Full Refund of Tuition Charges: Any payment due back to student will be mailed to address on record in the Registrar’s Office. _____

Partial Refund of Tuition Charges: Percentage _____: Any payment due back to student will be mailed to address on record in the Registrar’s Office. _____

Committee Chair Signature: _____ **Date:** ____/____/____