



**Coconino  
Community  
College**

## REFUND REQUEST FORM

*(Petitions based on failure to be dropped for non-payment or non-attendance  
will not be considered for a refund)*

**Student Information:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Course Enrollment Information (*withdrawal from class required*):**

Course # / Section \_\_\_\_\_ Sequence # \_\_\_\_\_

Semester / Year \_\_\_\_\_ Instructor \_\_\_\_\_

**Reason:** (circle appropriate reason. See back of form for detailed description)

- ❖ Refunds for serious illness
- ❖ Refunds for death of spouse, parent, or child
- ❖ Refunds for military service

**Request:** (Please be specific and include valid documentation)

---



---



---



---

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Approved	Denied
<b>Comments:</b>		
_____		
_____		
_____		
<b>Bursar:</b> _____		<b>Date:</b> _____

## **EXCEPTIONS TO REFUND POLICY**

Only petitions for the following reasons may be considered:

- **REFUNDS FOR SERIOUS ILLNESS**

A pro rata refund, calculated from the date of official class withdrawal, will be made to a student suffering from a serious illness or injury that necessitates a withdrawal from class(es) as long as the request is made prior to the end of the semester in which the illness/injury occurs. The student must produce a verifiable doctor's statement certifying that the illness/injury prevents the student from attending class(es).

- **REFUNDS FOR DEATH OF A SPOUSE, PARENT, OR CHILD**

A 100% refund will be made to the student or the student's estate in the event of death of the student or student's spouse, parent, or child that results in a withdrawal from all of the student's classes. Refund request must be made prior to the end of the semester in which the death occurs. The student or the student's family must provide a death certificate or newspaper Obituary Notice with proof of the relationship (i.e. Birth Certificate, Marriage License, etc.)

- **REFUNDS FOR MILITARY SERVICE**

A student belonging to the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station will be allowed to withdrawal and receive a 100% refund of tuition and fees provided the course(s) has not been completed for which refund is requested. The student must provide a copy of the military orders within six months of the student's withdrawal.