



**Coconino  
Community  
College**

## REFUND REQUEST FORM

**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>Student Accounts Manager:</b>		
_____		
<b>Date:</b>		
_____		

## **EXCEPTIONS TO REFUND POLICY**

Only petitions for the following reasons may be considered:

- **REFUNDS FOR SERIOUS ILLNESS**

A refund request will be accepted for review by the refund committee for those students suffering from a serious illness or injury that necessitates a withdrawal from class(es). The refund request must be submitted 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. A 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.

- **REFUNDS FOR NON-CREDIT COURSES**

Non-credit courses are non-refundable. Students who can provide proof of one of the three above exceptions, must submit a Request for Refund to the Student Accounts Office for the committee's review.