

# Exception to Withdrawal or Refund Appeal



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Objective:** Under Florida Administrative Rule 6A-14.0541, The College of the Florida Keys (CFK) will consider a petition for withdrawal or refund when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the college to be exceptional and beyond the control of the student.

Such circumstances include, but are not limited to:

- Serious illness;
- Documented medical condition preventing completion;
- Death of an immediate family member (e.g. parent, sibling, guardian, spouse, child/ren);
- Involuntary call to active military duty;
- Documented change in conditions of employment;

The following circumstances are **NOT** considered extraordinary and extenuating, and are **NOT** eligible circumstances to file for an exception:

- Incarceration;
- Transportation issues;
- Issues involving course content;
- Issues involving method of instruction; and/or
- Issues involving a lack of understanding of the withdrawal/refund policy as printed in the college catalog and student handbook.

**Procedure:** To petition for an exception to the College's withdrawal or refund policy, complete this form and submit the following required documentation in support of your request:

- A Letter of Explanation: Attach a letter of explanation describing the circumstance(s) to the Student Services Appeals Committee (SSAC) that is the reason for your request;
- Copy of current unofficial CFK transcript;
- Copy of student bill and course schedule for the term of request;
- A completed 75.59(D) Instructor Feedback Form for each course requesting petition and;
- One of the following is required. Select the document(s) you are providing.
  - Medical-Physician's letter on official letterhead, or other medical documents, indicating the *severity*, *duration*, and *academic impact* of the condition and recovery period.
  - Employment-A letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevented



- The SSAC has the right to seek relevant input regarding this request from other college departments, including instructors, and use this information in their decision-making.
- It is my responsibility to withdraw from courses I no longer plan to attend and submitting this form does not officially withdraw me from these courses or the College.
- I authorize any refund of cash payments to be applied to prior debt before release to me. If my account has been turned over to collections, I may be obligated to repay the collections fees to the collections agency even if a refund is granted.
- **I accept the decision of the SSAC as final and not subject to further appeal within the college.**

By signing below, I certify that I have read and understand all of the information on this form. I further certify that all statements and documentation I provided in support of this exception are truthful and representative of the facts concerning the extenuating circumstance(s).

Student's signature:

Date:

**Submit your request for consideration to:**

CFK Student Services Appeals Committee

Student.Appeals@cfk.edu

The College of the Florida Keys

5901 College Road, Key West, FL 33040

Phone: (305) 809-3230