

Exception to Withdrawal or Refund Appeal



THE
COLLEGE
OF THE
FLORIDA KEYS

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 describing the circumstance(s) to the Student Services Appeals Committee (SSAC) that is the reason for your request;
- Unofficial transcripts;
- Copy of student bill and course schedule;
- CFK Form 75.59(D) completed 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

you from completing the term. The letter must include old and new work hours and the effective dates.

- ☐ Death (Immediate Family Member or Guardian)-Documentation of death must include one of the following; an original death certificate, newspaper notification, or obituary. ***It is your responsibility to establish your relationship to the deceased individual.***
- ☐ Active Military Duty- Documentation must include a copy of orders.
- ☐ College Change or Error-A letter from the appropriate college official documenting the situation in which the College was in error or initiated an action that caused you to withdraw from your course(s).
- ☐ Other emergency/extraordinary situations. ***It is your responsibility to establish the relationship between yourself and the situation.***

Campus: ☐ Key West ☐ Middle Keys ☐ Upper Keys ☐ Virtual

Term for Request: _____ **Academic Year:** _____

Type of Request: ☐ Request for withdrawal, no refund ☐ Request for withdrawal, with refund

Course Title	Course Prefix	Course Number	CRN (5 digits)

Deadline: No appeal will be considered after 120 days of when final grades were due for that semester according to the College's Academic Calendar.

I understand that:

- If I am receiving financial aid, military assistance, veterans' benefits, or am an international student, it is my responsibility to check with the appropriate office to determine if this request will affect my benefits or status.
- Requests received without proper documentation will be returned and not reviewed until proper documentation is provided to the SSAC and this could jeopardize the timeliness of the SSAC's decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the Committee regarding this request.
- 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) 809-3215