

# Exception to Withdrawal or Refund Appeal



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

In keeping with Florida Administrative Rule 6A-14.0541, The College of the Florida Keys 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 (father, mother, sister, brother);
- 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 & student handbook.

**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: please describe your major extenuating circumstance(s) that is the reason for your request;
- Transcripts;
- Copy of student bill and schedule;
- Letter from the instructor(s) of the course(s) you are requesting the exception for verifying your attendance and current grade; and
- Relevant documentation: (Please select applicable documentation(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

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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).

Campus: Key West    Marathon    Coral Shores/ Upper Keys    Virtual

Term request is for: \_\_\_\_\_ Academic year: \_\_\_\_\_

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

Complete the information below for the course(s) that you are requesting an exception due to extenuating circumstances:

<u>Course Title</u>	<u>Course Prefix</u>	<u>Course #</u>	<u>CRN (5 digits)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Deadline: NO REQUEST will be considered AFTER 120 days of when final grades were posted for that semester according to the Academic Calendar.**

**I understand that:**

- Requests received without proper documentation will be returned and **not** reviewed until proper documentation is provided to the Committee and this could jeopardize the timeliness of the Committee’s decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the Committee regarding this request.
- The Committee 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 Refund Request Form does not officially withdraw me from these courses or the College.

- 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.
- 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. If I received financial aid, my refund will first be applied towards any return required to the federal government or to reduce any current semester loans. If I received an institutional scholarship that paid for tuition, any refund will be returned to the school fund.
- **I accept the decision of the Student Services Appeals Committee 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 provided by me 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 Fax: (305)292-5163