ESTRELLA MOUNTAIN COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

Enrollment Services
3000 North Dysart Road
Avondale, AZ 85392
Office: 623.935.8888
Fax: 623.935.8848

Refund Appeal Exception Request

Please print all information requested. Submit the completed form with ALL appropriate documentation to Enrollment Services. Allow 3 weeks for processing.

LEGAL NAME (LAST, FIRST, MIDDLE)	SEMESTER OF ENROLLMENT 20___
	☐ FALL ☐ SUMMER I
STUDENT ID#	☐ SPRING ☐ SUMMER II

MAILING ADDRESS	APT#

CITY	STATE	ZIP CODE

HOME PHONE	BUSINESS PHONE	EXT.

Reason for Refund Exception: (Check One)
- ☐ **Military Service:** Copy of orders is required documentation for refund.
- ☐ **Serious Personal Illness:** Letter from qualified health care provider, must indicate that the student is unable to continue attending classes.
- ☐ **Serious Illness or Death of a family member:** Documentation must be included with request.
- ☐ **Other** (Specify): Please provide written explanation and attach back-up documentation that may assist in the review of the request.

*Students are encouraged to review their Financial Aid and/or Veteran's benefits **prior** to dropping classes or withdrawing from the semester.*

Subject and Catalog Number (ENG101)	Class Number (13245)	Class Start Date	Drop/Withdrawal Date	Last Day Attended

In order for the college to understand why you were unable to withdraw by the posted refund deadline date, you must provide a written explanation and attach documentation to substantiate your request. Your statement and documentation should clearly define why EMCC should grant you an exception to the refund policy.

Do not write below this line– Office Use Only

Approved: Yes ☐   No ☐   Prorated ☐   by: _____
                                              Name   Date

Reason Denied: _____

Instructions for requesting
A REFUND EXCEPTION

It is the responsibility of our students at Estrella Mountain Community College to be aware of the refund policy as stated (AR2.2.10) in the college catalog and in the class schedule. Refund deadlines are based on the official start date of the class and the duration of the class. The refund deadline does not change if a student enrolls after the class has started.

After the deadline, you may request a refund if you are unable to complete a class/semester for reasons beyond your control, such as a medical emergency, family death or military commitments. Changes in work schedule, child care, semester workload or failing a course are NOT valid reasons to request a refund beyond the deadline.

Students who may be experiencing academic difficulty in a course are encouraged to seek assistance with the instructor or through other student services available on campus. **Students who may be experiencing difficulty with an instructor should follow the Instructional Grievance policy as listed in the college catalog.**

In order to review your circumstances, the following items are required. All three items listed below MUST be submitted at the same time.

1. Completed Refund Exception Request form (on the reverse side).

2. A written explanation of the circumstances for requesting a refund beyond the deadline date.

3. Attach documentation to support your request (i.e. medical documentation completed by a physician, copy of military orders, copy of a death certificate or other death notice, etc.

Incomplete or undocumented requests will not be reviewed. If your request is approved it may not relieve you of your financial obligation and may affect financial aid or veteran's educational benefits.

All items must be attached to the Refund Appeal Exception Request and be submitted to Enrollment Services. Written notification of the decision will be mailed to your address of record. Student is responsible for updating their address in their student center via www.maricopa.edu Allow **three weeks** for processing.

Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.