COLLEGE of CENTRAL FLORIDA
–an equal opportunity college–

WITHDRAWAL PETITION GUIDELINES

In keeping with Florida Administrative Rule 6A-14.0541, the College of Central Florida will consider a petition for withdrawal 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**. These may include, but are not limited to: illness or injury of the student of such severity and duration, as confirmed in writing by a physician or licensed mental health professional, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling during the semester; extended, round-the-clock care of an ill relative; involuntary call to active military duty; or, incarceration.

Students have one semester beyond the semester for which they are petitioning to file the petition. After six months, the petition must be sent to the Academic Exceptions and Petitions Committee for review and a decision. Students eligible for withdrawal may or may not be entitled to a refund.

Possible valid reasons for a refund: death of student, parent, child or dependent, sibling or spouse during the semester, illness or injury of student or dependent of such severity or duration as to preclude successful completion of course, involuntary call to military duty and/or jury duty.

Circumstances NOT constituting valid reasons for refund: death of member of extended family or friends, change of work schedule or loss of job, loss of child care, incarceration, loss of transportation, issues involving method of instruction, dissatisfaction with course content, dissatisfaction of course grade, dissatisfaction with instructor, lack of understanding of refund policy and/or lack of understanding of college policy.

Refunds are granted in accordance with college policy and state and federal regulations. Any refund of cash payments will be applied to prior debt before release to student. Students whose accounts have been turned over to collections may be obligated to repay the collections fees to the collections agency even if a refund is granted. Refunds for those who receive financial aid will first be applied toward any return required to the federal government, or to reduce any current semester loans.
If an institutional scholarship paid for tuition, any refund will be returned to the school fund.

Where to obtain form: CF Enrollment Services Center at the campus nearest you.

Where to submit form: Office of the Dean of Enrollment Management, Bryant Student Union, Room 102, CF Ocala Campus, 3001 S.W. College Road, Ocala, Fla. 34474-4415 (may be mailed from the Citrus Campus or Levy Center).

Documentation Requirements

Objective documentation of the exceptional circumstances (e.g., death certificate, obituary, funeral program, letter from physician or licensed mental health professional, military orders, or the college's official Medical or Legal Certification Form) must accompany the petition. Petitions submitted without appropriate supporting documentation will be denied.

The petition will be reviewed by the dean of Enrollment Management. If approved, the student will receive a W grade for each course. Within three weeks of submitting the petition, the student will receive notification of the decision by letter at the address the college has on record for the student. Students are responsible to ensure that the address and telephone number on record with the college are correct so that proper notification can be achieved. A student may appeal the decision to the dean of Enrollment Management by filing a notice of appeal with the Office of the Vice President of Student Affairs (Ocala Campus, Bryant Student Union, Room 202B) within 21 days of the date the decision letter was sent by the dean of Enrollment Management. Students appealing will be scheduled an appointment with the Academic Exceptions and Petitions Review Committee and are expected to appear for that appointment. Decisions of the committee are **final**.

Your signature on the petition form indicates that you (1) have read and understand the college procedure and (2) that you understand that the college decides what constitutes exceptional circumstances. All information submitted must be correct. Insufficient, inaccurate or false information can result in the denial of the petition.

If you would like a Withdrawal Petition form, contact Enrollment Management in Ocala Campus Building 5, Room 102, 352-873-5802.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.