

 <b>COLLEGE of CENTRAL FLORIDA</b>	<b>COLLEGE of CENTRAL FLORIDA</b>  <b>ADMINISTRATIVE PROCEDURE</b>
<b>Title: Student Petitions for Refunds</b>	
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<b>Date Approved/Revised:</b> 1/03/06	<b>Division: Enrollment Management and Student Affairs</b>

In keeping with Florida Administrative Rule 6A-14.0541, College of Central Florida will consider a petition for refund of fees for a course after the official drop period when the student withdraws due to circumstances determined by the College to be exceptional and beyond the control of the student. These may include: illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling; involuntary call to active military duty; a situation in which the college is in error; a change of a course or section (s) initiated by the College because of cancellation, time or location; other circumstances that may be approved upon timely filing with complete documentation with the division of Enrollment Management and Student Affairs.

There are three terms in the academic year: fall, spring, and summer. The College will consider a student's petition through the end of the term following the term in which the student withdrew because of extraordinary circumstances. After the end of the term following withdrawal, no petition will be accepted without the approval of the Vice President for Enrollment Management and Student Affairs.

Any student wishing to petition for a refund of fees due to exceptional circumstances that meet the conditions listed above must first withdraw from the course(s), then complete a Student Petition Form in the Enrollment Services Center on the appropriate campus and obtain the comments and signature of an academic advisor or counselor in the Enrollment Services Center or the Advisement Office. Objective documentation of the exceptional circumstances (ex.: death certificate, letter from physician, military orders) must accompany the petition. Petitions submitted without objective documentation will be denied.

The petition will be reviewed by the Vice President for Enrollment Management and Student Affairs or a designee, and will be approved or denied. 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 Academic Exceptions and Petitions Review Committee by filing a notice of appeal. The Committee meets monthly. Notice of appeal must be filed at a campus Enrollment Services Center within 21 days of the date the decision letter was sent by the Office of the Vice President for Enrollment Management and Student Affairs. Students appealing are expected to appear before the Committee. Decisions of the Petitions Committee are final.

Vice President, Enrollment Management & Student Affairs		Date:
Approved by President		Date: