

## **Drop/Refund Policy Appeal Form**

**Important Information:** The Drop/Refund Policy Appeal is intended to extend the refund policy for a **limited 5-day period** for students experiencing **extraordinary** circumstances. After the 5-day extension, there are no refunds, and appeals **will not** be considered. All appeals must be submitted in writing and include student ID number, current contact information, and supporting documentation when applicable. The Registrar will review appeals and make a decision regarding a refund within 24 hours after receiving the appeal form. The Registrar will then contact the student regarding the decision. **If the Registrar cannot contact the student within 24 hours after an appeal decision has been made, the appeal will automatically be denied.**

### **Please Print Clearly**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ph. Number: \_\_\_\_\_

\_\_\_\_\_ Student ID: \_\_\_\_\_

\_\_\_\_\_ Semester: \_\_\_\_\_

Course(s) Student Would Like to Drop:

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Reason(s) for Dropping Courses:

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**Are you receiving financial aid (grants, loans, work study, etc.)?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Note:** If a student is receiving financial aid, he or she must speak with a financial aid representative and have that person sign below before submitting this appeal form.

Financial Aid Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Decision: \_\_\_\_\_ Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Response from Registrar:

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**Note: Copies of Approval Will Be Forwarded to the following DACC Offices**

• Cashier/Accounts

• Financial Aid Office

**Updated:  
August 2020**