

## Admissions & Records

College of the Siskiyous, 800 College Ave., Weed, CA 96094  
Phone: (530) 938-5500 - Fax: (530) 938-5367 – Email: registration@siskiyous.edu

### Refund or Elimination of Charge Appeal

**The student is expected to drop his/her classes within the Refund Deadline. If you do not show up or stop attending classes and fail to drop within the refund guidelines you are responsible for all your tuition and fees.**

This petition is a formal request for an **exception** to or waiver of college procedures. Extenuating circumstances are verified cases of illness, accident, or other circumstances beyond your control. State the extenuating circumstances in as much detail, and as clearly as possible. **Attach evidence to support your request.** Incomplete Appeals will be denied

**Petitions with insufficient information, explanation, or documentation will be denied.**

**Community Education Courses (courses that start with X) are not refundable after the first day of class.**

A decision will be sent to you by the end of the current semester.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID#: S00 \_\_\_\_\_ or SSN: \_\_\_\_\_

COS Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Term: \_\_\_\_\_

1. Is this class still in this fiscal year?       Yes       No  
(If No, you are **not** eligible. If Yes, go to question #2)
2. Did you drop the class?       Yes       No  
(If you never dropped the class, you are **not** eligible. If Yes, go to question #3)
3. Did you attend the class?       Yes       No  
(If Yes, go to question #4)
4. Did you miss the refund deadline because of:  
 Accident resolving in injury or the inability to attend classes - **(medical documentation required)**  
 Illness - Chronic conditions do not qualify under this process - **(medical documentation required)**  
 Other circumstances beyond student's control  
**(If none of these apply you are not eligible)**

5. Please list course(s) in question:

| CRN | Course | Units |
|-----|--------|-------|
|     |        |       |
|     |        |       |
|     |        |       |
|     |        |       |
|     |        |       |
|     |        |       |

Please use second page for explanation.

**Student Explanation:**

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**Please send any required documentation to [registration@siskiyous.edu](mailto:registration@siskiyous.edu)**

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

Please check the current COS catalog and Administrative Procedures 5030, 5070, and 5071. It is the responsibility of the student to officially withdraw from class to be eligible for a refund. You are entitled to a refund if you drop a full-term course by the Add / Drop / Refund deadline. The Add / Drop / Refund deadline is listed in the Academic Calendar. Short-term and Fast-Track courses each have their own Add/ Drop/ Refund Deadlines. Check with the professor or on your schedule located in your mySiskiyous account. Documentation is the responsibility of the student. College of the Siskiyous does not bill students by mail. When you register all fees are charged to your student account which you can see through your mySiskiyous account.

**Office Use Only**

Approved     Denied    Process Date: \_\_\_\_\_    Initials : \_\_\_\_\_