

## Business Services

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

### Refund or Elimination of Charge Appeal

The student is expected to drop their 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 college procedures. Extenuating circumstances are verified cases of illness, accident, or natural disaster. State the extenuating circumstances in as much detail, and as clearly as possible. **Email 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 Academic Year (prior to June 30<sup>th</sup> of the current year)?  Yes  No  
(If No, you are **not eligible** – **Do not submit**. 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
4. Did you miss the refund deadline because of:
  - Accident resolving in injury or the inability to attend classes - **(please submit required medical documentation to registration@siskiyous.edu)**
  - Illness - Chronic conditions do not qualify under this process - **(please submit required medical documentation to registration@siskiyous.edu)**
  - Natural disasters (wildfire/earthquake/flood etc.) - **(please submit required physical address documentation to registration@siskiyous.edu)**

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

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

For more information, 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 and it will be processed automatically. The Add / Drop / Refund deadline is listed on your schedule/bill in your portal. Short-term and Fast-track courses each have their own Add/ Drop/ Refund Deadlines. Check with the professor or on your schedule/bill located in your mySiskiyous account. Documentation is the responsibility of the student.

<b>Office Use Only</b>
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Approved    Denied

Process Date: \_\_\_\_\_

Initials: \_\_\_\_\_