



Exception Refund Request

The Refund Policy is published in the College Catalog, Student Guidebook and in the semester class schedule.

Name: _____ Student ID#: _____

Mailing Address: _____ Date: _____

City: _____ State: _____ ZIP: _____

Day Phone: _____ Home Phone: _____

I am requesting a refund for: Course(s) _____

Semester: Fall Spring Summer Year(s): 20_____

Reason for Exception to Policy: _____

Exception Refund Requests lacking supporting documentation will not be reviewed until documentation is provided by applicant.

Student Signature: _____ Advisor Signature: _____

Approved _____

Not Approved _____

Explain _____

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 2-16-12

For Advisor: Attach this form to Course Change Form and send ALL copies to Vice President for Learning and Student Services.

Copy Distribution AFTER Completion: (W) Vice President of Student Services; (Y) Business Office; (P) Advisor; (G) Student

Exception Refunds

Students who wish to request an exception to the regular refund policy may do so in writing by completing an Exception Refund Request form. Approval must be obtained from the Vice President for Learning and Student Services, or designee, for one of the following reasons:

1. Serious illness or injury of the student, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The student must submit documentation prior to the end of the semester for which they are requesting the refund.
2. Death of a student or an immediate family member, if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide death certificate or newspaper obituary notice and proof of relationship (birth certificate, marriage license).
3. Military service of a student in the Armed Forces or Arizona National Guard who is called to active duty and assigned to a duty station, verified by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.
4. Requests for refund due to an institutional error will be evaluated on a case-by-case basis.

Any refund that may be due to a student will first be applied to any outstanding debts owed to the college. If a student received federal financial aid, grants, or scholarships, funds will be returned to the applicable federal financial aid program/grantor(s).

Examples of ineligible requests include: academic issues, financial issues, transportation issues, child care issues, course too easy, course too difficult, time conflict, faculty member conflict, never attending.

All decisions made by the college are final.