



Petition for Refund of Tuition and Matriculation Fees

REFUND POLICIES: A one hundred percent (100%) refund of matriculation, tuition and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the college's published drop period for those courses that are eight weeks or longer.

Exceptions to the one hundred percent (100%) refund provision shall be made pursuant to federal rules for prorated refunds. Student Financial Services and the Comptroller's Office will establish refund guidelines pursuant to federal rules.

When a student is required to withdraw from a course after the official drop period, but prior to the mid-term date, because of circumstances determined by the college to be exceptional and beyond the control of the student, a one hundred percent (100%) refund may be approved by the Provost of the campus or the Dean for Health Sciences where the student is enrolled.

A one hundred percent (100%) refund for non-credit courses shall occur up to the date of the first class for those classes meeting only once. A one hundred percent (100%) refund for non-credit courses may occur up to the second class period for those meeting more than once.

When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

Name Last First M.I. Student ID No.

Address on file Phone Number

City State Zip

Refund Requested for:

- Academic Ineligibility (automatic 100%)
Extended illness (complete Broward College Medical Documentation form)
Unplanned military obligation (copy of orders)
Death of student (copy of death certificate - automatic 100% refund to family)
Other extenuating circumstances (documentation necessary)

Rationale:

Financial Aid Recipient V.A. Recipient

Courses to be considered for refund:

Table with 3 columns: COURSES, TERM/SESSION, CAMPUS. Rows 1-4.

I attest that the information stated above is true and complete.

Signature Date

FOR STUDENTS RECEIVING FINANCIAL OR VA ASSISTANCE: I understand that the approval or denial of this petition may affect my financial aid or VA status and does not necessarily relieve me of any financial commitment to the college or the Veterans Administration.

Signature Date

FOR USE BY BROWARD COLLEGE ADMINISTRATION ONLY

Refund Recommendations:

- Yes No Registrar
Yes No Office of Student Financial Services (where appropriate)
Yes No Dean of Student Affairs
Yes No Registration Coordinators

Mandatory Reimbursement for Financial Assistance (100%)

Approval:

- Yes No Provost/Executive Director for Health Science
Yes No Dean for Willis Holcombe Center

CASHIER'S USE ONLY

Date Refund Processed Date Check Issued

Student ID Number Amount Refunded to Student