



**Northwestern Michigan College
REQUEST FOR EXCEPTION
TO REFUND OF TUITION AND FEES GUIDELINES**

Students are responsible to check the published refund deadlines and to drop any classes they do not plan to attend by the 100 percent refund deadline in order to receive a refund. However, NMC recognizes there are extraordinary situations where a student is unable to do so. Please do not use this form for academic or financial aid matters. See the current online catalog section on academic and financial aid policies and procedures for the appeal process for academic matters.

Requesting a Refund Exception

To warrant a refund exception, the situation must have interrupted your ability to:

- attend class(es) for a substantial length of time,
- complete the semester, and/or
- adhere to the usual refund procedures.

Required documentation is noted and additional documentation may be requested by the committee. Students may request an exception due to circumstances such as the following:

- *Induction into or deployment for service in the US military* - Submit the induction notice that clearly displays the date of induction/deployment.
- *Death of an immediate family member* - Submit a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to the student, please supply document(s) that do indicate the relationship.
- *Medical emergency* - Statement on doctor's letterhead (including phone number), dated and signed by the physician. Statement must indicate that the medical situation is preventing you from attending class(es) for a substantial length of time, completing the semester, and/or prevented you from adhering to the usual refund procedures. The College reserves the right to verify the authenticity of submitted documentation.
- *Other* - Provide a detailed explanation of the circumstances and include documentation such as legal documents, police reports, etc.

NOTE: Incarceration, employment, acceptance into another school, and learning disabilities not documented with the Disability Services Office are NOT typically accepted as an "extraordinary situations".

Complete the form on page 2 and attach appropriate documentation that supports your request.

The decision will be communicated to you through your NMC email and/or the U.S. Postal Service. **The decisions of the Refund Exception Committee are final. Additional considerations:**

- Academic records from prior academic years cannot be adjusted.
- If your class(es) were paid by financial aid, you may not be eligible for a refund exception. You should discuss the impact of this request with the Student Financial Services Office (231-995-1035) before submitting a request for exception.
- A hold will be placed on your account pending the decision of the committee. This request does not eliminate your responsibility for your past due balance. It is recommended you set up a re-payment plan now, so if you have a balance remaining after the action of the committee, your account does not go into collection. Contact Student Financial Services (231-995-1035).

What Resolutions Can I Seek?

- Re-take credit – a credit to your student account for a determined future time when registration occurs and the Student Financial Services department is notified. This option is only available if your tuition and fees have been paid.
- Full or partial refund of tuition and fees.

OVER





Northwestern Michigan College
REQUEST FOR REFUND EXCEPTION FORM

Name _____ Student ID _____

Please print

Address _____

Request for semester and year: [] Fall _____ [] Spring _____ [] Summer _____

This request must be within two semesters of the semester in question.

Please list the course(s) for which the refund is being requested:

Table with 4 columns: CRN, Subject, Course Title, Credit Hours. Includes an example row: Example: 5141, ENG 111, English Composition, 4.

Please explain your situation and the reasons you feel the tuition refund guideline should be waived. Include the reason you were unable to drop the class(es) in question by the published 100% Refund Date. Attach documentation. Attach additional pages as needed.

Four horizontal lines for writing the explanation.

What resolution do you seek? [] Full Refund [] Partial Refund [] Re-take Credit [] Other, please explain _____

READ THIS STATEMENT CAREFULLY:

I am applying for the Refund Exception. I have attached all the documentation that I want reviewed. I have reviewed the information contained in this document and understand the implications of my request.

BY SIGNING BELOW, I INDICATE THAT I HAVE READ AND UNDERSTAND THE ITEMS ON THIS FORM:

Student signature _____ Phone # _____ Date _____

Date exception filed _____ Received by _____

Return this form along with documentation to Student Financial Services located on the main floor of the Tanis Building. Incomplete requests will be returned.

[] Denied [] Approved _____ Date _____ Enrollment Management & Student Services

Resolution: _____