

APPEAL FOR EXTENUATING CIRCUMSTANCES REFUND OF ENROLLMENT FEES

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **Supporting documentation is required and vital to the Appeal process. (Typed explanation & documents that support your circumstance.)**

LONG BEACH CITY COLLEGE ADMINISTRATIVE REGULATION 5015.9 and 4020.3 EXTENUATING CIRCUMSTANCES shall be defined as reasons for absence beyond the control of the student. Typical examples of such circumstances include but are not limited to: extended illness, hospitalization, court appearances, death in the immediate family, sudden homelessness/financial hardship, etc.

If your circumstance is not related to the above and you are requesting a refund of enrollment fees for courses where you have earned a grade: A, B, C, D, F, W, EW, I. Please work with the instructor of the course of which you earned the grade and request a change of grade (use the Request for Change of Grade form found on the Admissions and Records website). Students who have earned a grade in a course may not be eligible for a refund for that course.

STUDENT SECTION

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____
 EMAIL: _____ PHONE: _____ DATE: _____
 SEMESTER: FALL WINTER SPRING SUMMER YEAR: _____ CLASS NUMBER: _____
 COURSE TITLE: _____ SECTION: _____ INSTRUCTOR: _____

STUDENT EXPLANATION ► Brief description here ONLY. Attach the full typed narrative/explanation and all supporting documentation aiding your case.

DATE COURSE DROPPED (Student): _____ DATE COURSE DROPPED (Faculty): _____

OFFICE USE ONLY

APPROVED DENIED

REASON FOR DENIAL: _____

REVIEWED ON DATE: _____ NOTICE OF DECISION MAILED ON: _____ STAFF INITIALS: _____