

PROCEDURE

3090

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TITLE:		Extension of Refund
Period		
NUMBER:		3090
AUTHORIZED BY PRESIDENT:	1/1/89	

- (1) Students requesting an extension of the refund period must complete a Refund Petition form. Such students must officially withdraw from all courses and no grades will be issued.
- (2) Students who withdraw for medical reasons must provide documentation from their physician.
- (3) Students who withdraw for military reasons must provide documentation from a military authority.
- (4) Petitions will be approved or denied by the Registrar.
- (5) Refunds granted to financial aid students will be applied to the student's financial aid account.
- (6) In the case of a death of a student the student will be automatically withdrawn from all courses, and a 100% refund will be issued to the student's estate. A letter of condolence will be sent from the President's office.

