

## Drop/Refund or Withdrawal Petition

Students may request an exception to college policy or procedure when extenuating circumstance have occurred. **Complete the back of this form, state your request, AND list the course(s) you want reviewed,** describe the specific incident or hardship, attach supporting documentation and return to the Student Affairs Center. Petitions should be filed in the semester of occurrence but no later than 120 days after the last day of the semester in which you were enrolled.

- Complete and submit this form to the Student Affairs Center: in person, via fax at (507) 332-5888 or scan and email to petitions@southcentral.edu. Mailing address is Student Affairs Center, Attn: Petitions, 1225 Third Street SW, Faribault, MN 55021.
- Decision will be sent via email provided below. If approved by the Dean of Student Affairs we will make the requested change(s).
- All registration and financial obligations must be met. Dropped courses may require recalculation of financial aid and may result in an over award requiring the student to pay back his/her aid.

<b><u>Please print clearly</u></b>			
Name: _____	Student/Star ID: _____		
Email: _____	Phone: _____		
Address: _____	City, State ZIP _____		
<b>Term:</b>	Fall 20__	Spring 20__	Summer 20__

\_\_\_\_\_ **I did not attend** my course(s) because of significant personal hardship and I am petitioning to have the course(s) dropped and charges removed.

\_\_\_\_\_ **I did attend** my course(s) but because of significant personal hardship I am petitioning to have the course(s) dropped and charges removed.

\_\_\_\_\_ I attended my course(s) and would like to withdraw after the deadline.

**Extenuating Circumstances:** Petitions without documented extenuating circumstances will not be considered.

- **Medical:** Documentation of the **student's** treatment from a medical or mental health professional on letterhead, including dates of treatment and a telephone number for verification, is required. Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibits successful completion of the term.
- **Other:** Death or serious illness of an immediate family member or other significant hardship

*These are guidelines and do not guarantee approval. The Dean of Student Affairs decides each case on its own merit.*

