

STUDENT REFUND REQUEST FORM



PLEASE READ CAREFULLY. If Financial Aid recipient, please contact the Financial Aid Office prior to submitting your request.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a First-Time-At-The-College Title IV Financial Aid student withdraws from all credit classes after the end of the published add/drop period but not beyond 60% of the term. A "W" is recorded on the student's transcript and will not affect the student's GPA but will be considered as an attempt which could impact student's financial aid status.

A student who has to withdraw or is dropped from a class due to a PBCC error/change or other PBCC action after the published add/drop period shall be refunded 100% of refundable fees upon the approval of the student's refund request. No grade is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control. Refunds may be granted for up to 60% of the term under these circumstances and will be computed on a pro-rata basis. A "W" will be recorded on the student's transcript and will not affect the student's GPA but will be considered as an attempt which could impact student's financial aid status.

Supporting documentation **MUST** accompany refund requests based on a PBCC action or a personal emergency. The following documentation is required:

Medical – a letter from your physician or health care agency, on company letterhead, specifically indicating an illness of such severity or duration that prevents you from continuing in your course(s). The letter must include dates of the illness and treatment.

Employment – a letter from your employer, on company letterhead, indicating that your employer changed your work schedule and that this change prevents you from completing the term. The letter must include old and new work hours and the effective date.

Death of Immediate Family Member – documentation of the death and your relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

College Change or Error – a letter from the appropriate college official documenting the situation in which the college was in error or initiated an action that caused you to have to withdraw.

The refund request process takes approximately four weeks. If you are no longer attending, it is your responsibility to withdraw from the course(s).

SUBMITTING A REFUND REQUEST FORM DOES NOT OFFICIALLY WITHDRAW YOU FROM A CLASS OR THE COLLEGE.

Decisions will be based on the documentation provided. You will be notified in writing of the Refund Appeals Committee's decision. If approved, your refund will be issued in the same method of payment originally submitted. Any financial obligations owed to the college will be deducted from your refund.

PLEASE PRINT

Term: Fall Spring Summer Year _____

Location: Belle Glade Boca Raton Lake Worth Palm Beach Gardens

NAME _____ Student ID _____ Telephone # (_____) _____

STREET _____ CITY _____ STATE _____ ZIP _____

LAST DAY OF ATTENDANCE: _____ **(Instructor must send verification to Campus Registrar)**

Are you receiving any of the following? **If so, please be advised that refund may affect your financial aid status.** (Check all that apply):

- Pell Grant Student Loans PIC JTPA Veteran Affairs Scholarships Accounts Receivable

Are you an international student? Yes No **If yes, contact your counselor as refund may affect immigration status.**

COURSE(S) for which you are requesting a refund:

COURSE REFERENCE #	COURSE TITLE	Reason for request (documentation is required)
_____	_____	_____ MEDICAL
_____	_____	_____ EMPLOYMENT
_____	_____	_____ DEATH OF FAMILY MEMBER
_____	_____	_____ OTHER (SPECIFY BELOW)

JUSTIFICATION FOR REQUEST _____

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

ACTION: Approved Disapproved Referred

COMMENTS: _____

PROCESSED BY _____ **DATE** _____