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Student Name: Last	First	Middle	Telephone	Student ID
			e-mail address	
Current Address		City	State	Zip Code
Term/Year	List course Prefix and section # (exp. Eng-111-12) and - last date of attendance (LDOA) if applicable			
_____ / _____	Course # - Sec. #	Course # - Sec. #	Course # - Sec. #	Course # - Sec. #
	_____ - _____	_____ - _____	_____ - _____	_____ - _____
	LDOA: _____	LDOA: _____	LDOA: _____	LDOA: _____

I am not receiving financial aid. (Financial aid includes loans, grants, scholarships and veterans benefits).

I am receiving financial aid. NOTE: If your circumstances require you to withdraw from all courses, you are encouraged to contact a Counselor, financial aid representative, VA coordinator and your academic adviser so your decision will be based on a clear understanding of the consequences of withdrawing from courses. **I understand that in most cases withdrawing from courses will result in being billed for aid that has been disbursed based on my original enrollment.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: You must withdraw/drop courses before petitioning. Tuition refunds are based on the effective withdrawal date. For refund exceptions, you must notify the VA/Military Assistance Programs Office (if receiving VA benefits) and the Financial Aid Office if you are a pell grant recipient, scholarship recipient, or work study student. Your situation must fall into one of the listed categories. Check the appropriate box, attach the required documentation (see below), and return this form and the documentation to the Records Department (Room 229), Medlin Campus Center, Jamestown Campus.

Deadline: Your request for refund must be within two weeks of the end of the term in question. Submission of this request (even if accompanied by documentation) does not guarantee a tuition refund. Requests for tuition refund exceptions based on failure to withdraw or non-attendance will not be approved.

Reasons For Petition (check all that apply)	Documentation (Must be on letterhead)
<input type="checkbox"/> Medical turn in before the 50% point of the semester	Letter on letterhead from attending physician describing medical condition and, if the condition warrants, recommendation of withdrawal of classes.
<input type="checkbox"/> Curriculum, advisement, or scholastic dismissal	Letter on GTCC letterhead from college office or advisor or email directly to the Registrar
<input type="checkbox"/> Military Deployment	Copy of military orders

Any documentation you provide will not be distributed to agencies or researchers outside the college. All reports we make about these requests are in summary form without disclosure of individual data.

**If you have read and understood the statement above, sign and date below.**

Student Signature: _____	Date: _____
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For Office Use Only			
Approved?	Results of Decision		
<input type="checkbox"/> yes <input type="checkbox"/> no			
Effective Date: _____	Term/Year _____ / _____	By _____	Date _____

## **State Refund Policy**

**The college will refund 100% of tuition and fees if you officially withdraw from class before the first day of classes of the academic semester.**

**In compliance with current State Board policy: 75-percent of tuition only may be refunded if the student officially withdraws from class(es) on or after the first day of the start of the semester and prior to or on the section's census date. During the drop/add period, if you are changing sections, or dropping and adding a class—BOTH the drop AND the add transaction MUST be performed in the same registration session in order to receive full credit for the course you are dropping. Other fees, such as shop/lab/clinic fees, YMCA fee, GBAT fee, GOLDS fee, RUSH fee, campus access/parking/security fee, computer use/technology fee, student activity fee, student accident insurance fee, and malpractice insurance fees are not refundable after classes start. The census date of each section may vary and may be obtained from logging into WebAdvisor and clicking on My Class Schedule. A student may receive a full refund of tuition and fees if s/he officially withdraws from school prior to the first day of the semester. No refunds will be given to students who drop a section after the census date of the section.**

**The college refund policy is established by state legislative action and therefore, is subject to change without prior notice to students. Please allow 6 to 8 weeks for refunds.**

## **Financial Aid Refund Policy**

**The Higher Education Amendments of 1998 prescribes the requirement for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing 60% of the semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received.**

**The remaining 70% must be returned by the school and/or the student. The Financial Aid Office encourages you to read a complete copy of this policy carefully. It is available on our website. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.**

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**It is very important that you ask questions, examine your schedule carefully, and TAKE RESPONSIBILITY for your schedule!**

- **Check your program in the catalog-- be sure your classes are required if you are working toward a degree.**
- **Transfer students should check to make sure the classes you choose are transferable.**
- **Check campus location where your classes are offered— be sure it is where you want to be.**
- **If you schedule classes on more than one campus— make sure you have time between classes to travel between campuses.**
- **Do not sign up for more classes than you want, planning to drop after the first day of class, unless you are prepared to accept a 75% refund of tuition only.**
- **If you need to DROP and ADD during the schedule adjustment period, you must do so in one registration session. That is the only way, your new class and your old class (if the number of credit hours is the same) will not result in you owing the state money.**

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**Accounts referred to a third party for collection are subject to applicable collection fees.**