

Request for Exception to Refund Policy

Student Services

PLEASE PRINT
REQUIRED INFORMATION

Student Name	BTC Student ID Number	Phone Number
Course Name(s)	CRN(s)	Semester & Year

To be considered for a refund, this form must be received in the Registrar's Office no later than two weeks prior to the semester end date to which the request applies. As published in the Blackhawk Technical College Catalog and Credit Course Schedule, tuition and fee refunds are issued to eligible students based upon the effective date of withdrawal, which is determined by the date the student formally notifies the Registration Office in writing by completion of the Add/Drop Request Form. Failure to attend classes does not constitute withdrawal. Applicable refund periods are noted on the BTC website and Student Handbook. It is the student's responsibility to be aware of these dates.

REASON FOR REQUEST

Requests based on the medical condition of a student must include a signed statement from the attending physician on physician's letterhead confirming reason and dates student was unable to attend class. In the event of a death, a copy of the Death Certificate or obituary must be attached. Requests due to incarceration must include documentation from court or jail, on their letterhead, stating the dates of incarceration. Please complete the form and submit with copies of necessary documentation.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Please review, check the appropriate box and sign below.

- Approved for 100%
 Approved for 80% total refund
 Approved for 60% total refund
 Request is denied (A copy of this form will be mailed to the student. If denied, please include explanation.)

 Registrar

 Financial Aid Manager

 Director of Student Services