

Saddleback College

Office of Admissions, Records and Enrollment Services

Refund of Enrollment Fees Petition

28000 Marguerite Parkway, Mission Viejo CA 92692 (949)582-4555

Instructions: In this petition, you are asking for an exception to college policy and/or state law. Typically, a student must demonstrate that extenuating circumstances (documented cases of accidents, illnesses or other circumstances beyond your control) existed.

Please complete all requested information, explain in detail your reasons for requesting an exception and attach supporting documentation. In most cases, petitions submitted without supporting documentation cannot be approved. If you need additional space, attach extra sheets to support your petition. Please type or print all information legibly as incomplete and illegible petitions will not be approved.

Student ID: _____ Date of Birth: _____ Date: _____

Name _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Email: _____@_____

Semester(s)	Year(s)	Course Title(s)	Ticket Number(s)

Refund of Fees: (Please see the schedule of classes or college catalog regarding refund policies.) Payment of the basic enrollment fee is required pursuant to Education Code § 76300. Additionally, once the term begins, it is presumed the student has accepted the benefit of instruction from the college and has incurred a debt. A petition for a refund after the deadline will only be considered due to extenuating circumstances. Documentation of these circumstances **must** be attached to this form. Examples of documentation include medical statements, employment verifications or news releases of an event, which has affected you directly. Parking permit refunds must be requested through the Campus Safety Office and accompanied by the parking permit. Material fee refunds must be requested through the appropriate academic division. (*California Code of Regulations, Title 5, § 55204 & 58508*)

Student Comments: (use back of paper if necessary) _____

Student Signature: _____

For Use by Office of Admissions, Records and Enrollment Services Only

Received By _____ Date Received: _____

Comments to student: _____

Director/Registrar: _____ Date _____ Approved _____ Denied _____ Pending _____