



***Instructions for requesting
A REFUND EXCEPTION APPEAL***

It is the responsibility of our students at Mesa Community College to be aware of the refund policy as stated in the Mesa Community College catalog. Drop deadlines for each class may be located in the Student Center at my.maricopa.edu, click on the calendar icon .

Please note as stated in college catalog under Refund Policy (AR 2.2.10), “Request for exceptions to the refund policy must be filed within one (1) year from the semester in which the course was taken.”

After the deadline, you may request a refund if you are unable to complete a semester **for reasons totally beyond your control, such as a medical emergency.** Failing a course is not a valid reason to request a refund beyond the deadline. In order to review your unique circumstances, the Admissions & Standards Committee requires the following items:

- 1. Complete the Refund Exception Appeal Form on reverse.**
- 2. Provide a written explanation of the circumstances for requesting a refund beyond the posted refund date.**
- 3. Attach documentation to substantiate your request (i.e. medical documentation completed by a physician, letter from employer, supporting documentation from instructor, death notice, etc.)**

NOTE: Incomplete or undocumented requests will not be reviewed. Approval of your request for an appeal may not relieve you of your financial obligations and may affect your financial aid or veteran’s benefit.

All items must be attached to the Refund Exception Appeal Form and submitted to the Director, Admissions & Records in building #39 or mailed to: 1833 W. Southern Ave. Mesa, AZ 85202. Please allow up to four weeks for appeals to be reviewed, researched and processed. You will receive written notification of the committee’s decision.

Thank you,

Director, Admissions & Records

**Mesa Community College
Refund Exception Appeal Form**

Please Print or Type

Appeal for: _____ Student ID: _____
 Term Year

Name _____
 Last First Middle Former

Street Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____ Work Telephone (_____) _____

Email Address _____

List all classes that you are requesting a refund exception: see example below

Subject Code	Class #	Course Title	Credit Hrs	Instructor
ENG101	12345	First Year Composition	3	John Doe
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____

Please list the last date you attended class during the term _____

I am receiving veterans benefits this term ____ Yes ____ No

I am receiving financial aid this term ____ Yes ____ No

In order for the Admissions & Standards Committee to understand why you were unable to withdraw by the posted deadline date, **you must provide a written explanation and attach documentation to substantiate your request.** Your statement and documentation should clearly define why Mesa Community College should grant you an exception to the refund policy.

Student's Signature _____ Date _____