


MESA COMMUNITY COLLEGE REFUND EXCEPTION APPEAL INFORMATION

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 the 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.”

- Failing a course is not a valid reason to request a refund beyond the deadline.
- Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

In order to review your circumstances, the Admissions & Standards Committee requires the following items:

1. Complete the Refund Exception Appeal Form.
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.)
4. Students must be withdrawn from the appealed courses, with a grade of W, before the committee will review the appeal.

ATTENTION:

- **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.**
- **In accordance with Maricopa Community College District policy 2.2.10, all decisions made through the Mesa Community College Refund Appeal Committee are final. A student has the opportunity to re-appeal if new information or documentation is provided.**

All items must be attached to the Refund Exception Appeal Form and submitted to the Admissions & Standards Committee in the Enrollment Services Department, or mailed to: 1833 W. Southern Ave. Mesa, AZ 85202. Please allow up to four weeks for appeals to be reviewed, researched and processed; appeal decisions are communicated via US mail and the online Student Center.

Thank you,
The Admissions & Standards Committee

MESA COMMUNITY COLLEGE REFUND EXCEPTION APPEAL FORM

Please Print or Type

Student ID: _____

Term (circle one): Fall Spring Summer Year: _____

Name: _____

Last First Middle Former

Street Address: _____

City, State: _____ Zip Code: _____

Telephone (____) _____ Work Telephone (____) _____

Email Address _____

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

Table with 5 columns: Subject Code, Class #, Course Title, Credit Hrs, Instructor. Example row: ENG101, 12345, First Year Composition, 3, John Doe.

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.

Student Signature: _____ Date: _____