



## Refund Policy Exception Petition

**CMC Refund Policy:** The college will refund tuition and fees for standard classes (credit classes which span a period longer than five days) if the student drops the class within the first 15 percent of the semester (on or before the refund date). Students will receive a refund of tuition for a short class (one to five days in duration) or non-credit class if they drop the class within two working days (M-F) prior to the first day of class. Some courses will have a non-refundable course fee or charge. CMC publishes the refund date for each class in the class syllabus.

**Incomplete Grade Option:** Students may be eligible for an Incomplete Grade if they are unable to complete their coursework within the semester even though they completed a majority of the coursework (75% of the total course points made up of assignments, tests, papers, lab work, outdoor field experience, etc.) in a satisfactory manner (C- or better grade). The student is responsible for initiating the request for an Incomplete Grade from the instructor.

**Students must use this petition to request an exception to the Colorado Mountain College refund policy.**

Note: CMC will not consider incomplete petitions. Additionally, approval is not automatic.

The campus will evaluate each student's circumstance for consistency with the exceptions listed on Page 2.

Personal information (please type or print):

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mailing address: Street or Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: H) \_\_\_\_\_ W) \_\_\_\_\_ C) \_\_\_\_\_

CMC Email address: \_\_\_\_\_

(CMC will attempt to contact you with a decision at your email address first in order to expedite this process.)

Course information: \_\_\_\_\_

Course title(s): \_\_\_\_\_

Course code(s): \_\_\_\_\_

Semester: \_\_\_\_\_ Start date of class: \_\_\_\_\_ End date of class: \_\_\_\_\_

Date class dropped: \_\_\_\_\_ % of class completed by student: \_\_\_\_\_

Refund Exception Proration Chart	
% of Class Completed	% of Tuition or Fees Eligible for Exception
<25%	90%
25%	75%
50%	50%
75%	25%
>75%	0%

Reason CMC should allow an exception to the Refund Policy:

(Please attach any supporting documents that offer the reason(s) for your exception request.)

Category of Request:    Medical    Family    CMC Error/Course Change    Discretionary

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

**Processing, Approval, and Allowable Exceptions to the Refund Policy are listed on Page 2 of this form**

<p><b>Office Personnel Only</b></p> <p>Date received: _____ By: _____</p> <p>Date Dropped in System: _____ LMP returned <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Refund Exception Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Authorized signature: _____ Date: _____</p> <p>Comments: _____</p> <p>Financial Aid received for class: <input type="checkbox"/> Yes <input type="checkbox"/> No    Fin Aid Review (initials): _____</p> <p>Scholarships received for class: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Return to Title IV: Student Portion _____ School Portion _____</p> <p>Amount Remaining &amp; Eligible for Refund _____</p>	<p><u>Type of Refund Approved:</u></p> <p><input type="checkbox"/> Tuition</p> <p><input type="checkbox"/> Course/Program Fees</p> <p>Total Amount of Related Charges: \$ _____</p> <p>% of Charges Approved for Refund: x _____%</p> <p>Amount of Refund Approved: = \$ _____</p> <p>Account Manager Review (initials): _____</p>
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### **Allowable Exceptions to the CMC Refund Policy**

*Approval is not automatic. The campus will evaluate each student's circumstance for consistency with the following exceptions.*

**1. Medical: Documentation shall demonstrate how the circumstances kept the student from completing the class or from dropping the class within the refund period.**

A. Traditional Classes – A prorated exception to the refund policy may be granted if the medical event takes place in the first 75% of the course period. Students shall provide the petition and documentation of the medical issue within three weeks of the event when able.

B. Non-Traditional Classes (Short Classes) – A prorated exception to the refund policy may be granted if the medical event takes place during the first 75% of the course period or precludes attendance. Students shall provide the petition and documentation of the medical issue within three weeks of the event when able.

**2. Family: For the purpose of this policy, family is defined as a spouse, civil union partner, children, stepchildren, parents, stepparents, parents-in-law, brother, sister, grandparents, grandchildren, or any other relative who resides in the immediate household. Documentation shall reflect the student's relationship, show why the student was not able to drop within the refund period, and shall demonstrate why the student was needed to provide assistance.**

A. Family Illness – A prorated exception to the refund policy may be granted if the family medical event takes place in the first 75% of the course period. Students shall provide the petition and documentation of the family issue within three weeks of the event when able.

B. Death in the Family – A prorated exception to the refund policy may be granted if the death happened in the first 75% of the course period. Students shall provide the petition and documentation within three weeks of the death when able.

**3. CMC Error/Course Change:**

A. If a faculty or staff member made an error that prevents a student from receiving a refund, an exception may be necessary when the site documents the error.

B. If CMC changes a course subsequent to registration and the change precludes the student from participation, an exception may be granted when the site documents the change.

**4. Discretionary:**

The Vice President and Campus Dean of a campus can grant an exception for extraordinary circumstances when it is determined that granting the refund is in the best interest of the campus and the college. The campus will exercise this discretion in compliance with college policies on student health issues.

Note: Work-Related reasons that occur after the refund date are not eligible exceptions to the CMC refund policy.