

Request for Exception Form Fall 20____ Spring 20____ Summer 20____

- A student must **officially drop/withdraw** the course(s) before a petition for refund will be considered.
- Petitions for refund must be submitted within a year from end of the semester in which the course was offered.
- Completed forms and documentation should be submitted to the Kodiak College Director's office.

Name: _____ Student ID: _____
 Mailing address: _____ Phone: _____
 City: _____ State: _____ Zip Code: _____ Email: _____@uaa.alaska.edu
 Degree Program _____ Did you receive Financial Aid? Yes___ No___

Type of Request:

- Exception to Policy or Deadline Tuition Refund Late fee Refund Non-Resident surcharges

COURSE(S) INVOLVED: Attach your printed schedule from [UAOnline \(uaonline.alaska.edu\)](http://uaonline.alaska.edu) & highlight the courses involved.

Please attach a separate, formal (typed or written) statement explaining your request and why it should be granted. Include any pertinent facts or supporting documents (i.e. physician's note, plane ticket receipts, letters from instructors, etc.). Documents submitted will become a part of your permanent academic record and will not be returned. Failure to present relevant information or documentation may result in a denial of the request.

Allow up to 4 weeks for processing your request for exception.

By signing below I certify that the information contained in or included with this request is true and accurate; and I authorize anyone contacted by Kodiak College in connection with this request to discuss or release relevant documentation in their possession to Kodiak College.

Student Signature _____ Date _____

Student Services Signature: _____ Date _____

Student Services or Staff comments:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Director or designee signature: _____ Date _____
Comments: _____
Registrar _____ Business Office _____ Amount to be refunded _____ SPACMNT: _____

Request for Exception ***Instructions and Overview***

The information below is intended to provide a description of the process and reasons that may support a request for exception to policy or deadline, a waiver of non-resident surcharges, or a refund of tuition/fees at Kodiak College, UAA. It is not an exclusive list of the items that may be considered when reviewing a request for exception and students may provide more if desired. Exceptions and refunds are not automatic and will be granted on case-by-case basis in light of circumstances and documentation. A request for exception will only be considered if a student can demonstrate unanticipated and unavoidable events beyond a student's control that make the student unable to successfully complete the semester and/or drop or withdraw from courses according to Kodiak College's published deadlines.

Students are required to provide supporting documentation to substantiate the reasons for being unable to meet published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a request for exception is no later than one year from the end of the semester in which the course was offered. (**Note: Requests that are not received in a timely manner may not be considered.**)
3. The student must have already dropped or withdrawn from courses involved in the request for exception. Refunds may not be considered for courses in which the student is still registered, or for which a grade exists.
4. Written documentation from instructors, physicians, or other appropriate professionals verifying and supporting the request must accompany the petition, if applicable. **Decisions will be made solely on supporting documentation provided.**
5. Work related issues, personal hardships, and failure to read Kodiak College, UAA's published documents generally do not present justifiable reasons to support a request for exception.
6. If the petition for refund is approved, refunds will be issued to the original source of payment.

Allow approximately 4 weeks for a request for exception to be reviewed. Notification of the decision will be sent by mail.