

## Request for Exception for a Late Refund or a Late Withdrawal (W Grade)

**Directions:**

Complete and sign this form. Attach the required supporting documentation to this form and submit to the Records and Registration Office (College Services Building, Room 1106).

**DOCUMENTATION MUST ACCOMPANY THIS FORM.**

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

Daytime Telephone \_\_\_\_\_

Please indicate the semester and year for which you are appealing:

Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_

Please list the class(es) for which you are appealing and the resolution that you seek:

Course/Class Name Example: Principles of Accounting	Course Number Example: ACCO 201

Please select one option:

- Late Withdrawal (No refund)
- Refund
- Retake Credit (Not available to Financial Aid Students)

Please provide information that will help the committee understand the reason for your appeal: (Add additional pages if needed.)

I have reviewed the information contained in this document and understand the implications of my request. I understand that changes in my registration may also affect enrollment certifications that Southwestern Michigan College provides concerning my insurance, student loans, etc. I also understand the financial aid implications (if applicable).

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

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**For Office Use Only**

Date Request Received: \_\_\_\_\_ Received by: \_\_\_\_\_