

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).

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
- 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 _____

For Office Use Only

Date Request Received: _____ Received by: _____