

Part 1 Proof of Extenuating Circumstances

- Requests for refund, academic record adjustment, and/or late drop are approved only upon demonstration of extenuating circumstances that are beyond the student's control and that occurred during the semester for which the student is petitioning. Circumstances considered "extenuating" are defined in **Table 1** below along with the minimum documentation required to support a claim. Documentation of all circumstances is required.

		Extenuating Circumstance	Minimum Documentation Required
Table 1		Incapacitating illness or medical procedure of a student or a student's *immediate family member which prevented the student from attending or participating in class(es) for the **minimum time period.	Signed letter (on letterhead) from a licensed care provider. The licensed care provider must indicate that the illness/procedure was incapacitating for at least the **minimum time period and made successful completion of the course(s) impossible.
		Death of an *immediate family member.	Obituary, death certificate, or funeral services program.
		Change in work schedule as required by current employer. This does not include new employment.	Signed letter from current employer indicating a required change in work schedule that directly conflicts with the student's course schedule.
		Jury duty or Subpoena preventing a student from attending or participating in class(es) for the **minimum time period.	Proof of jury duty or subpoena.
		Active military duty.	Official notice of military requirements, or letter (on letter head) from a military official, clearly outlining the dates of required service.
		Other circumstances deemed extenuating by the registrar or his/her designee(s).	Student must provide documents to support the claim. Additional documentation may be required and requested of you.

*Immediate family (including step-relatives) for this policy is defined as a student's spouse, son, daughter, son-in-law, daughter-in-law, foster child, parents, parents-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchildren, or domestic partner.

**The minimum time period is two(2) weeks of a 14 to 16 week course (normal semester) -OR- one(1) week of a course less than 14 weeks in duration (shorter sessions).

- If appropriate documentation is not provided or additional documentation is required, it will be requested of the student via email. The student will have five (5) business days to provide that which is requested. If after five business days the requested documentation has not been received and the student has not made contact with the requester, this request will automatically be denied and the student will be notified.

Part 2 Fees and Policies

- A \$20, non-refundable fee is required to request an academic record adjustment or late drop.
- There is no fee to request a refund.
- If a refund is being requested for a graded or incomplete course, the student must also request an academic record adjustment to request that the course grade be changed to withdrawal status 'W'. If in this situation the academic record adjustment is denied, the refund will also be denied.
- Refund and academic record adjustment requests must be submitted within two (2) years of the desired adjustment.
- Late drops must be submitted by the end of the term in which the course is being taken.
- A maximum of two (2) semesters may be approved for record adjustment per degree and a maximum of two refunds may be approved per degree.
- No adjustments will be made after a degree has been awarded.
- The student may be required to provide letters from instructors, advisors, and others to validate information provided.
- If this request is denied, the student is allowed one appeal. The appeal must be requested within two weeks of the date he or she is notified of denial.
- Regardless of the outcome of this request, the student is responsible for any debt remaining on his or her student account including, but not limited to, adjusted or revoked financial aid and/or collection costs.

Part 3 Student Instructions and Requirements Checklist

The student must:

- Complete and sign this agreement (Page 1) and the student form (Page 2). Requests will not be processed if either page is incomplete or missing.
- Attach an appeal (preferably typed) clearly explaining and justifying the request. Please avoid disclosing personal and/or private details.
- Attach all supporting documentation. See **Table 1** above for minimum documentation requirements.
- Pay the \$20 fee (if requesting an academic record adjustment or late drop).

Please allow up to two (2) weeks for a decision to be made. You will be notified of the decision via email.

Part 4 Student Agreement and Signature (signature required)

- I acknowledge that I have read and understand the requirements and policies for requesting a refund, academic record adjustment, or late drop.
- I understand that submitting this request does not guarantee approval.
- I certify that, to the best of my knowledge, the information provided on this form and within any attachment is correct and free of alteration or falsification.

Student Signature: _____ Date: _____

Student Printed Name: _____ Student ID: _____

Part 5 Request Type(s)

Check all that apply.

Refund of Tuition and Fees (no charge for application)

If the courses for which you are requesting a refund are graded or marked incomplete, a request for academic record adjustment is also required to request that the grades be changed to withdrawal status 'W'.

Past Term Academic Record Adjustment (\$20 charge for application)

Please check the box for what you are specifically requesting:

- Change course grade(s) to withdrawal status 'W'
- Add course(s)
- Change in credit amount for variable credit courses

- Change course section(s)
- Other: _____

Current Term Late Drop (\$20 charge for application)

A withdrawal status 'W' will be permanently affixed to the course upon approval of a late drop request.

Part 6 Student Information

Last Name		First Name		Student ID ('A-Number')	
Address (number, street, and apt. or suite no.)					
City		State	ZIP Code	Country (if not USA)	
Email Address			Telephone Number () -	Telephone Type <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work	

Part 7 Course Information (found in your student Access/Banner account)

Semester & Year	CRN (5 digits)	Subject	Course # (4 digits)	Section	Credits	Instructor Name

Student Signature: _____

Date: _____

For Office Use Only

Request for Refund	Request for Academic Record Adjustment / Late Drop
<input type="checkbox"/> Approved for: <input type="checkbox"/> 100% Tuition and Fees <input type="checkbox"/> Less the cost of instruction for \$ _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> FRPS Charge Posted By: _____ <input type="checkbox"/> Fee Paid <input type="checkbox"/> Approved for the following: <input type="checkbox"/> Change course grade(s) to withdrawal status 'W' (ARA or Late Drop) <input type="checkbox"/> Add course(s) (ARA only) <input type="checkbox"/> Change credit amount (ARA only) <input type="checkbox"/> Change course Section (ARA only) <input type="checkbox"/> Other: _____
<input type="checkbox"/> Denied: Reason: _____	<input type="checkbox"/> Denied: Reason: _____
Signature(s) for Approval / Denial: _____	Signature(s) for Approval / Denial: _____
Date of Approval / Denial: _____	Date of Approval / Denial: _____
Refund Processed By: _____	Adjustment / Late Drop Processed By: _____
Date of Refund: _____	Date of Adjustment / Late Drop: _____