

# University of Alaska Kenai Peninsula College

## PETITION FOR REFUND

A student must officially drop the course(s) before a petition for refund will be considered. Generally, a petition will only be approved if the petitioner can show unanticipated and unavoidable circumstances beyond the student's control that arose after the withdrawal deadlines. **Written documentation from instructors, physicians, or employers supporting the facts stated in the petition request is required and should be attached to the petition form.** Personal hardship or contradictory advice is not a justifiable reason for approving a refund request. Your petition must be received by KPC prior to the end of the semester following the semester or session in which the course for which you are seeking a refund was offered. Allow 6-8 weeks for processing. If your petition is denied, you may appeal in writing to the Director of KPC.

**Name:** \_\_\_\_\_ **Student ID#** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Semester/Year Involved:** \_\_\_\_\_ **Did you receive financial aid? Yes**  **No**

**Courses Involved:** \_\_\_\_\_

**Amount you request to be refunded: \$** \_\_\_\_\_

**In detail, state your reasons for requesting a refund: (use attachments if necessary)**

\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Office Use Only*

Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Amount to be refunded \$
<b>Comments:</b>		
<b>Authorized Signature</b>		<b>Date</b>