



Extenuating Circumstances Refund Request Form

Students who find it necessary to drop individual classes or withdraw from school may apply for a refund if class(es) are dropped within 10 percent of the scheduled class time. They should submit a "Refund Request Form". The deadlines for your classes are listed online under your student account schedule bill. Critical dates for each course i.e.; Last day to drop with a refund, Last day to drop without a "W", etc. are listed on myHancock class schedule. A \$10 refund processing fee (Title 5, Section 58508) will be assessed for each approved refund request. The \$10 processing fee does not apply when classes are cancelled by the college.

A student may submit this form if he/she was not able to drop classes by the published deadline due to extenuating circumstances. This may include: Family emergencies, injury, illnesses or employment. All situations require written verification from an official source and must have documented dates confirming the extenuating circumstances.

Name: _____ H# _____ Semester/Year _____
(Last) (First) (MI) Student I.D. Number

Address: _____ Tel# _____
(Street) (City) (State) (Zip Code)

Information needed for refund exception (student must complete each of these sections):

CRN#	Course Name	Units	Last day to drop	Date class was dropped

All three items listed below must be attached to this form:

- Written statement explaining reason for refund exception request
- Supporting documentation (Signed medical/doctors notice, Signed letter from employer, etc.)
- Copy of your unofficial transcript

Submit completed form and attachments to:

Allan Hancock College
Student Services Bldg. A213
800 South College Drive
Santa Maria CA 93454-6399
Attn: Vice President, Student Services

Student Signature: _____ Date: _____

(Required for processing)

For inquires, contact Espie Valenzuela at evalenzuela@hancockcollege.edu

DO NOT WRITE BELOW THIS LINE

Nohemy Ornelas, Associate Superintendent/Vice President, Student Services / Date

Recommendation: Approved Denied

Michael R. Black, Associate Superintendent/Vice President, Finance and Administration / Date

Final Decision: Approved Denied

Return form to Student Services, Vice President's Office