

Drop/Refund Policy Appeal Form

Important Information: The Drop/Refund Policy Appeal is intended to extend the refund policy for a **limited 5-day period** for students experiencing **extraordinary** circumstances. After the 5-day extension, there are no refunds, and appeals **will not** be considered. All appeals must be submitted in writing and include student ID number, current contact information, and supporting documentation when applicable. The Registrar will review appeals and make a decision regarding a refund within 24 hours after receiving the appeal form. The Registrar will then contact the student regarding the decision. **If the Registrar cannot contact the student within 24 hours after an appeal decision has been made, the appeal will automatically be denied.**

Please Print Clearly

Name: _____ Date: _____

Mailing Address: _____ Ph. Number: _____

_____ Student ID: _____

_____ Semester: _____

Course(s) Student Would Like to Drop:

Reason(s) for Dropping Courses:

Are you receiving financial aid (grants, loans, work study, etc.)? _____ Yes _____ No

Note: If a student is receiving financial aid, he or she must speak with a financial aid representative and have that person sign below before submitting this appeal form.

Financial Aid Rep. Signature: _____ Date: _____

Student Signature: _____ Date: _____

For Office Use Only

Decision: _____ Registrar Signature: _____ Date: _____

Response from Registrar:

Note: Copies of Approval Will Be Forwarded to the following DACC Offices

• Cashier/Accounts

• Financial Aid Office

**Updated:
August 2020**