

REQUEST FOR EXCEPTION TO REFUND POLICY

TMCC Refund Policy

- Students are responsible to either pay for or officially withdraw online from each class in which they register.
- Drops and withdrawals are processed online using the Student Center.
- Stopping payment on a check does not constitute withdrawal and will result in additional fees and collection costs.

Exception to the Refund Policy

Refunds beyond the published deadlines will not be considered for reasons that are beyond the control of the college (not attending the first class, job transfers, changes in work schedule, etc. will **not** be considered grounds for appeal). Exceptions to the refund policy can be granted for induction of the student into the U.S. Armed Forces; death of a spouse, child, parent or legal guardian of the student; death of the student; verifiable error on the part of the institution; verifiable incapacity, illness or injury which prevents the student from returning to school for the remainder of the semester. Documentation is required upon submission of Request for Exception to Refund Policy form.

Application fees and lab fees are non-refundable.

Refund Schedule

Term	Deadline for Withdrawing	Amount of Refund
Fall/Spring: Regular Dynamic Extensive (DYE)	By 11:59 p.m. on the Friday of the official first week of classes.	100%
	By 11:59 p.m. on the Friday of the third official week classes meet.	50%
	Changing the time (section) of the same class during the first three weeks of classes. Dropping a class and adding another after the first week, the student may be required to pay any balance due for the added class.	100%
Fall/Spring: Dynamic (DYN)	By 11:59 p.m. on the first official day classes meet.	100%
	By 11:59 p.m. of the first 20% of the official class meeting dates.	50%
Fall/Spring: Dynamic Intensive (DYE)	By 11:59 p.m. on the day before first official day classes meet.	100%
	Starting the first official day classes meet.	0%
Summer Dynamic (DYN)	By 11:59 p.m. on the first day classes meet.	100%
	By 11:59 p.m. the Sunday after the first official class meeting date.	50%
Summer Dynamic Intensive (DYE)	By 11:59 p.m. on the day before first official day classes meet.	100%
	Starting the first official day classes meet.	0%

If you qualify for an exception to the refund policy, please state your case on this form, sign the form, attach any documentation in support of your case and submit:

IN PERSON or by MAIL:

Truckee Meadows Community College
Admissions and Records
7000 Dandini Blvd RDMT 319
Reno, NV 89512-3999

by FAX:

775-673-7028

by EMAIL:

admissions@tmcc.edu

Student's Information

Last Name	First Name	Middle Initial	
Date of Birth	Student ID		
Street Address	City	State	Zip Code
Telephone	Email		
Courses Dropped			
Semester	Last Date of Attendance		

Request for Exception to the Refund Policy

I have read the Exception to the Refund Policy and feel I qualify for an exception to the policy because:

(indicate the basis of your case and supply support documentation):

- Verifiable error on the part of the institution
- Verifiable incapacity, illness, or injury which prevents the student from returning to school for the remainder of the semester *(attach a copy of your medical documentation from your doctor)*
- Death of student, spouse, child, parent or legal guardian *(attach a copy of the death certificate)*
- Induction into the U.S. Armed Forces *(attach a copy of your military orders)*
- Involuntary job transfer outside the service area of the institution *(attach a copy of document from employer)*
- Other exceptional circumstances beyond the control of the institution or the student *(attach support documents)*

Please initial after reading:

I acknowledge that in requesting an exception to the refund I may owe all or a portion of my financial aid back to the institution and that getting the exception approved may affect my financial aid.

Note that **refunds will not be considered for the following reasons:** not attending the first class, voluntary job transfers, changes in work schedule, and not verifying enrollment status after the use of MY TMCC portal. Instructor administrative withdrawals do not remove charges.

Please state your case *(attach additional page if needed):*

Student's Signature

_____/_____/_____
Date

For Office Use Only:

Authorizing Official's Initials _____ Approved Disapproved

Authorizing Official's Remarks: