



Truckee Meadows Community College

Admissions and Records

# Request for Exception to the Refund Policy

Name: \_\_\_\_\_ SS# or ID#: \_\_\_\_\_  
Last First MI

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Courses Dropped: \_\_\_\_\_ Semester: \_\_\_\_\_

Last date of attendance: \_\_\_\_\_

## 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 of Exception to Refund Policy form.
- Application fees and lab fees are non-refundable.

## TMCC Refund Policy

- Students are responsible to either pay for or officially withdraw from each class in which they register.
- Withdrawals are processed through web registration procedures.
- Stopping payment on a check does not constitute withdrawal and will result in additional fees and collection costs.

## Refund Schedule

Length of Class	Deadline for Withdrawing	Amount of Refund
Full Term	Before the second week of the semester	100%
	During the second week of the semester	50%
	Changing the time (section) of the same class after the add/drop period	100%
	Dropping one class and adding another after the first week, the student may be required to pay any balance due for the added class	
Summer or Short Term Classes (6 to 11 weeks)	Before the class has met the second time	100%
	During the first 20% of the class but after the first class	50%
Intensive (5 or fewer classes sessions)	Before the class has met the first time	100%
	After the first class meeting	0%

If you qualify for an exception to the above policy, please state your case on the back of this form, sign the form, attach documentation in support of your case, and submit to the Office of Admissions and Records at TMCC 7000 Dandini Blvd RDMT 319, Reno, NV, 89512. If you have any questions, please call 673-7042.

*TMCC is an EEO/AA (or equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, disability or national origin in the programs or activities which it operates.*

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

**Please 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)

**\*\* Please note that refunds will not be considered for the following reasons: not attending the first class, job transfers, changes in work schedule, and not verifying enrollment after the use of web or telephone registration.**

**State Your Case Here:**

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
date

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**For office use only:**

Authorizing official's remarks

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_ amount of refund: \_\_\_\_\_%