



## APPLICATION FOR W-EXCEPTION AND REFUNDS

- Fill out the Application for W-Exception and Refunds completely.
- Applications must include supporting documentation as described below.
- All applications for W-Exceptions and Refunds must be submitted by the end of the semester in question to:

Jackson Community College  
JCC Tuition Review Committee  
2111 Emmons  
Jackson, MI 49201

- If Financial Aid funded your semester, see the section below, **“Impact of Financial Aid,”** for further information. Any forms of Financial Aid, including student loans, will be refunded to the source.
- Refunds are limited to percentages of only tuition and fees.

Semester: \_\_\_\_\_ Phone: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

JCC Student ID: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Box No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Please Note:

- If your application is based on a grade dispute or any concern about the quality of the instruction or the classroom experience, follow the Academic Student Complaint Process, available at [http://www.jccmi.edu/administration/deans/FormREV05\\_06.htm](http://www.jccmi.edu/administration/deans/FormREV05_06.htm) .
- Nonpayment and nonattendance are not acceptable reasons for W-exceptions. You are responsible for officially withdrawing from courses that you do not attend. **Also, you must officially withdraw from the courses you are wishing to appeal. Filling out this form does not constitute as your withdrawal form.**
- We will correct any technical and clerical errors made on the part of JCC. Canceled classes are fully refunded.
- Written material, registration forms, guide sheets, class schedule information, web directions and the catalog take precedent over verbal information.
- A grade of “Wx” will appear on your records, indicating you experienced extenuating circumstances. This does not affect your academic grade point average.
- Approved “Wx” applications are allowed **once** per academic tenure here at JCC.

**Impact of Financial Aid:**

Students attending JCC as Title IV (Federal Funds) financial aid recipients who withdraw from all of their classes during the first 60% of the semester will be subject to an adjustment of Title IV funds. This U.S. Department of Education calculation may result in the student owing the College.

Any student that is receiving financial aid, which includes all loans, grants and scholarships, should consult the financial aid office prior to dropping any classes.

**Reason for W-exception:**

<b>Select appropriate criteria:</b>	<b>Include this documentation:</b>
<input type="checkbox"/> Death of an immediate family member (spouse, child, parent, sibling or legal guardian of the student).	Obituary or death certificate which includes your relationship to the deceased.
<input type="checkbox"/> Return to work (from a lay-off)/change in working hours that occurred after the semester began and that substantially interferes with your ability to attend class. Students must make every effort to find options to complete the semester before an exception is considered. <b>**Starting/Accepting a new job is not applicable.</b>	Your employer must provide a letter of support on official company letterhead specifying exactly how your change in work interferes with your ability to attend class. The letter must be signed by your supervisor or higher company manager.
<input type="checkbox"/> Medical: Provide a doctor’s letter that your condition or injury prevents you from completing classes.	The statement must be on the physician’s letterhead and include expected start and end dates of the medical condition. The doctor must verify in the statement that you cannot attend any class as the medical condition is very serious and prevents you from participation in employment, education, and other major life activities for the duration of the semester.
<input type="checkbox"/> Call to military duty. <b>**Voluntary enlistment and subsequent call to duty during enrolled semester of appeal not applicable.</b>	Submit a copy of your military orders with dates.

**Description from student:**

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<b>Time Frame</b>	<b>Amount of Payment Refund</b>
Before the end of the first 10% of your course	100% Tuition and Course Fees & 50% of Student Fees
From 11% to 25% of your course	75% of Tuition and all fees
From 26% to 40% of your course	50% of Tuition and all fees
From 41% to 60% of your course	25% of Tuition and all fees
After 60% of your course	No Refunds

**Refund Options:**

**1. Cash or Refund to Source of Payment**

You may choose to receive your refund in cash or refunded to the source of payment, if applicable, according to the Refund Schedule listed above, based on my withdrawal dates.

**\*\*Note:** Percentages of course times are based on calendar days. Go to e-Services, “Drop Classes” then click to the matrix of dates for each course section.

**2. Refund Scholarship Option**

At any time, if you meet the W-exception and refund criteria, you may choose to have 100% of your tuition and fees used toward courses taken at JCC within the next calendar year. If you choose this option, the Refund Scholarship can only be used on JCC courses and cannot be refunded in the form of cash at any point.

**Choose one option for refunds:**

- “I choose to take my refund as a scholarship to be used only toward tuition and fees at Jackson Community College during the next calendar year. I understand that the Refund Scholarship provides me a full, 100% refund at any time during the semester that I withdrew, but in the form of a scholarship that cannot be transferred to cash at any point, cannot be transferred to another person, and is not eligible for further W-exception and refunds.”
  
- “I choose to take my refund in cash or refunded to the source of payment according to the Refund Schedule listed above, based on my withdrawal dates.” Note: Percentages of course times are based on calendar days. Go to e-Services, “Drop Classes” then click to the matrix of dates for each course section.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Birthdate: \_\_\_\_\_