

# PENSACOLA STATE COLLEGE - REQUEST FOR REFUND

Read carefully, complete in full, and provide required documentation. No refunds are granted after the midpoint of any class.

Today's Date	Term	Phone Number	Pirate Mail Address _____@students.pensacolastate.edu	
Student ID Number	Last Name	First	MI	
Mailing Address		City	State	Zip Code

## 1. Complete this section of the request form and attach any required documentation.

Check reason for refund request:

- Involuntary call to military duty
- Death or extended hospitalization of student
- Death of immediate family member (spouse, son/daughter, or parent)
- College error with respect to admission, advisement, or registration

Provide a signed written statement detailing your circumstances. You may use the reverse side of this form or a separate sheet of paper. Attach official documentation to support your claim. Statements from outside agencies, physicians, etc., must be submitted on professional letterhead stationery.

List all courses from which you are requesting to be dropped with a refund:

Section \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course # \_\_\_\_\_  
Section \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course # \_\_\_\_\_ Section \_\_\_\_\_ Course # \_\_\_\_\_

Are you receiving VA educational benefits? Yes No

Are you receiving federal, state, or Pensacola State College financial assistance? Yes No

If approved, the course(s) will be dropped from your academic record. If a refund is approved prior to your completion of more than 60% of at least one class, you must repay all unearned federal aid received. Should a refund be denied, you will be withdrawn and a final grade of "W" (or "F" in any third attempt) will be assigned unless the request is submitted after the withdrawal deadline. The course will count as an attempt.

**IMPORTANT INFORMATION:** If you are submitting your request for refund after the last date to withdraw and the request for refund is denied, you will receive the grade assigned by the instructor. If you wish to petition the Student Academic Appeals Committee for a late withdrawal, you must contact a registration office on any campus.

## 2. Meet with an Academic Advisor.

Advisor Comments: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

## 3. Meet with a financial aid representative.

Representative Comments: \_\_\_\_\_

Financial Aid Representative Signature: \_\_\_\_\_

Sign here indicating that you are aware of the financial aid consequences: \_\_\_\_\_

## 4. You will be notified via Pirate Mail of the decision. Please check SpyGlass to verify refund results have been completed.

Administrator Comments: \_\_\_\_\_

Refund Approved Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Refund w/FDROP

Refund Denied

Pensacola: Ms. Anita Kovacs

Milton: Ms. Jennifer Hill Faron

Warrington: Dr. Katie Hudon

\_\_\_\_ SREG or \_\_\_\_ FDROP \_\_\_\_ Excel \_\_\_\_ Fax: Cashier's Office \_\_\_\_ Registrar \_\_\_\_ FA/VA \_\_\_\_ Notified Student

(if applicable)