



PRINCE WILLIAM SOUND COLLEGE
UNIVERSITY of ALASKA ANCHORAGE.

P.O. Box 97 • Valdez, AK 99686 Phone (907) 834-1632 • Fax (907) 834-1635

For office use only

Petition for Refund

In general, this form can be used to request a refund (or reversal) of tuition and/or late fees. **Please read all instructions on page two of this form before submitting this petition. Incomplete petitions may not be considered.** Please allow a minimum of 3-4 weeks for a request to be reviewed and notification to be made.

Type of Request (check one or both): Course Refund/Reversal of Charges Late Fees

Name: _____ UA Student ID: _____

Address: _____ City/State/Zip: _____

Email: _____ Phone: _____

Notification will be made to the email above only if it is in your student profile. Otherwise, it will be sent to your student email account. Please contact Information Technology Services at 907-786-4646 if you need assistance accessing your UA Student ID number, UAOnline account or your student email.

Semester/Year of Refund Request: _____ / _____

Course(s) you are requesting a refund/ for: _____

Attach a detailed explanation of what extenuating circumstances prevented you dropping from course(s) by published registration deadlines. Documentation is required, see page two for additional instructions.

A petition for refund will only be considered if a student can demonstrate unanticipated and unavoidable events beyond a student's control that justify a refund. Work-related issues, financial hardship, and failure to read PWSC's documents generally do not present justifiable reasons to support a petition request.

By signing below I 1) certify that the information contained in or included with this request is true and accurate, and 2) authorize anyone contacted by PWSC in connection with this request to discuss my petition and to release relevant documentation in their possession to PWSC.

Student Signature: _____ Date: _____

Committee Use Only

Refund: Approved _____ Denied _____ Amount _____ WX WP RX

Refund Chair Signature: _____ Date: _____

Petition for Refund: Instructions and Overview

Petitions are to be submitted to:

Mailing Address

Prince William Sound College
 Registrar's Office
 P.O. Box 97
 Valdez, AK 99686

OR

Physical Address

303 Lowe Street
 Valdez, AK

The information below is intended to provide a description of the process and reasons that may support a request. Exceptions are not automatic and will be granted on case-by-case basis in light of circumstances and documentation. **Students are required to provide supporting documentation with this request to substantiate the reasons for being unable to meet published deadlines or adhere to current policies. Requests without documentation may be returned and not considered.**

1. Only requests submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
2. The deadline to submit a Request for Refund is no later than one academic year following the semester in which the course was offered. (Note: *Requests that are not received within this timeframe will not be considered.*)
3. Requests to drop or withdraw from course(s) must be applied for separately using the **Request for Late Add or Retroactive Withdrawal** form found at <http://pwsc.alaska.edu/forms/>.
4. Decisions will be made solely on supporting documentation provided. **In all cases a personal statement from the student is required summarizing the situation and explaining the need for a refund.**

Reason for Request	Minimum Supporting Documentation Required
Advising error	Academic advisor's written confirmation and explanation of advising error.
Crisis situation	Letter on letterhead from legal, medical, or other relevant professional. Police report, court order, visa, airline ticket, or other relevant documents.
Death of immediate family member*	Dated copy of death certificate published obituary, or memorial folder. (If student's last name differs, documentation required that establishes immediate family relationship to the deceased).
Financial difficulties	Documentation of a university error directly causing the financial problem. Please note: Financial exceptions are rarely approved, unless there are special circumstances; students are responsible for managing their personal finances.
Instructional difficulties	Supporting information and recommendation by department chair or dean
Job conflict	Employer's letter on letterhead confirming date and necessity of job changes. Please note: Voluntary work schedule changes or commitments made by the student are rarely approved unless exceptional circumstances can be documented. Students are responsible for management of personal scheduling that may impact their educational commitments.
Medical condition (student or immediate family member* only)	Doctor's letter on letterhead verifying nature of condition and dates of treatment.
Military duty	Copy of official order to report for training or active duty.
Other reason	Written documentation from relevant officials or entities on company letterhead or similar.
Registration problems	Relevant supporting documentation, e.g. email or other correspondence with university personnel about registration intentions or difficulties.

* Immediate family is defined as father, mother, brother, sister, husband, wife, domestic partner, son or daughter.

5. A request will only be approved if the requester can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines. Work-related issues, financial hardship, and failure to read PWSC's documents generally do not present justifiable reasons to support an exception request.
6. Appeals of an adverse decision must be in writing, provide additional documentation not presented in original request and be received within 10 working days of the day the decision is mailed or otherwise distributed to the student. Appeals of decisions are at the discretion of the Campus Director and should be routed as described in the notification letter.

Campus Director
 Dr. J. Dan O'Connor
 P.O. Box 97
 Valdez, AK 99686