



Refund Policy Petition

A petition for exception to the MHCC Refund Policy will be considered in the event that there are extenuating circumstances that have affected a student's ability to complete the course(s) and withdraw within the refund period.

Petitions must meet one of the following criteria for consideration:

1. Personal illness or injury that prevented the ability to officially drop a course within the refund period.(physician's statement required)
2. Illness, injury or death in the family that prevented the ability to officially drop a course within the refund period.(physician's statement required)
3. Mandatory military or career transfer outside the greater Portland or Vancouver area. (Documentation required)
4. Institutional error verified by MHCC employee (letter of explanation and supporting documentation required).

Petition Guidelines:

1. All petitions must include documentation. Documentation should support your personal statement and circumstances. Petitions without documentation on official letterhead will be denied. (Ex. Physician's statement indicating dates of illness, injury or disability, court documentation, etc.)
2. Petitions can only be considered for non-graded courses (W grades only)
3. If a prior petition has been approved, a second petition will not be approved if using the exact same reasons/documentation.
4. Petitions must be submitted within 60 days past the end of the term for which you are requesting a refund.
5. The Refund Petition Committee has 30 days to respond to petitions from the date in which they are received.
6. Students receiving federal financial aid (grants, scholarships and/or tuition waivers) may not be eligible for a refund.

Any exceptions to the petition guidelines must be approved by the college registrar

Full Name: _____ Student ID#: _____

Term and year for which you are requesting a refund: _____

Email Address: _____ **(required)** Students will be notified of decision via email

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Refund Petition Checklist:

- ___ Completed Refund Petition Form
- ___ A typed signed statement citing the reason you are requesting a refund
- ___ Official documentation, on official letterhead supporting your personal statement

Course Number(s): _____

Student Signature: _____ Date: _____

Questions related to the petition process should be sent via email to: A&R@mhcc.edu

Submit petition form and supporting documentation to:

**Mt. Hood Community College
Admission, Registration and Records Office
26000 SE Stark
Gresham, Oregon 97030**