Appeal for Extenuating Circumstances Refund of Enrollment Fees

Long Beach City College

Long Beach City College Administrative Regulation 5015.9 – Appeal for Extenuating Circumstances:

The appropriate administrator shall be responsible for adjudicating all appeals as indicated below:
1. Dean of Admissions – Nonresident tuition, instructional fees, and enrollment fees.
2. Dean of Student Affairs – Associated Student Body and parking fees

4020.3: Extenuating circumstances shall be defined as reasons for absence beyond the control of the student. Typical examples of such circumstances would be extended illness, hospitalization, court appearances, or death in the immediate family.

Please attach your typed explanation and supporting documentation to your petition.

Name: _____ Student ID#_____

Last First

Primary Telephone _____ Email _____

Term: _____ Class Name (e.g. Psych 1): _____

Class Number (e.g. 12345): _____

Date Student Dropped the course: _____

Date Faculty Dropped the course: _____

Office use only:

Approved/Not Approved (circle one)

Reason for decision:

_____

_____

Notice of Decision Mailed on: By: