



3300 Century Avenue North  
White Bear Lake, MN 55110

Return Form to:  
Business Office  
West Campus, Room 2340

## REFUND OR LATE WITHDRAWAL PETITION

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_  
Last Name First Middle Required

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

I am petitioning for;

Classes for: FALL  SPRING  SUMMER  YEAR: \_\_\_\_\_ OR Bookstore PSEO/ Rental

\*Please note petitions are due 10 days after the end of the semester in which you are petitioning for. If submitted after the deadline you must provide documentation as to why you were unable to petition within the time frame.

Did you receive financial aid for the term you are petitioning? \_\_\_\_\_ No \_\_\_\_\_ Yes

I am requesting: \_\_\_\_\_ Withdrawal after the deadline \_\_\_\_\_ Refund (or reversal of charges) after the deadline

I am petitioning for: \_\_\_\_\_ ALL classes in this term \_\_\_\_\_ ONLY THE FOLLOWING CLASSES (list below).

I am petitioning for: \_\_\_\_\_ Bookstore refund for PSEO / Book Rental

\_\_\_\_\_  
\_\_\_\_\_

My petition request is based on the following (check one):

- \_\_\_\_\_ Injury/Illness (**medical documentation from a doctor, clinic, or hospital is required**)
- \_\_\_\_\_ Death of Family Member (**Death certificate is required. Only spouse, parent, child or sibling qualify**)
- \_\_\_\_\_ College Error
- \_\_\_\_\_ Other

**NOTE:** Lack of funds, employment issues, change in marital status, child care issues, transportation issues, lack of knowledge of college policy, failure to correctly process web registration activity, dissatisfaction with instructor and/or course, or failure to follow prerequisites or placement credits are not grounds for a late withdrawal or a tuition refund/reversal of charges.

Explain your request and the reason for your petition. (**Attach additional pages if necessary, as well as supporting documentation.**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Recommendation:** If you are petitioning for a late withdrawal please provide faculty approval. (Email approval accepted)

\_\_\_\_\_  
Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_