



## Extenuating Circumstances Refund Request Form

Students who find it necessary to drop individual classes or withdraw from school may apply for a refund if class(es) are dropped within 10 percent of the scheduled class time. They should submit a "Refund Request Form". Critical dates for each course (i.e.; Last day to drop with a refund, Last day to drop without a "W", etc.) are listed on myHancock class schedule. The deadlines for your class(es) are listed on myHancock under "Schedule/Fees/Deadlines."

**A student may submit this form if he/she was not able to drop classes by the published deadline due to extenuating circumstances.** This may include family emergencies, injury, illnesses or employment. All situations require written verification from an official source and must have documented dates confirming the extenuating circumstances.

Name: \_\_\_\_\_ H# \_\_\_\_\_ Semester/Year \_\_\_\_\_  
(Last) (First) (MI) Student I.D. Number

Address: \_\_\_\_\_ Tel# \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Information needed for refund exception (student must complete each of these sections):**

CRN#	Course Name	Units	Last day to drop with refund	Date class was dropped

**All three items listed below must be attached to this form:**

- Written statement explaining reason for refund exception request
- Supporting documentation (Signed medical/doctors notice, Signed letter from employer, etc.)
- Copy of your unofficial transcript

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required for processing)

**Submit completed form and attachments to:**

Email to: (to protect your privacy, email from your Hancock College email address)

Holly Pankonin, Coordinator, Student Services  
at [holly.pankonin@hancockcollege.edu](mailto:holly.pankonin@hancockcollege.edu)

Or mail to:

Allan Hancock College  
Vice President, Student Services Bldg. A213  
800 South College Drive  
Santa Maria CA 93454-6399

For refund questions, contact Catalina Staugaard at [cstaugaard@hancockcollege.edu](mailto:cstaugaard@hancockcollege.edu). For general inquiries, contact Holly Costello at [holly.pankonin@hancockcollege.edu](mailto:holly.pankonin@hancockcollege.edu)

**DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_ Recommendation: Approved Denied  
Dr. Genevieve Siwabessy, Associate Superintendent/Vice President, Student Services

\_\_\_\_\_ Final Decision: Approved Denied  
Dennis Curran, Associate Superintendent/Vice President, Finance and Administration