



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 Costello, Coordinator, Student Services
at hcostello@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. For general inquiries, contact Holly Costello at hcostello@hancockcollege.edu

DO NOT WRITE BELOW THIS LINE

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

_____ Final Decision: Approved Denied
Eric D. Smith, Associate Superintendent/Vice President, Finance and Administration