RCC
Rogue Community College

STUDENT ACCOUNT PETITION

If you do not have documentation to support your "REASON FOR PETITION" choice, your petition will not be reviewed by the Committee and will be securely discarded.

Submit this completed form with **supporting documentation** to Rogue Central at any RCC campus or FAX to: 541-471-3585

- You will receive email notification of your petition results at the email address on file in your student record.
- Log on to **www.roguecc.edu/myRogue;** make sure the Personal Information/email address on file is correct.

Student ID _____ First Name _____ Last Name _____

Student's Signature _____ Date _____

SECTION 1: Type of Petition

I am petitioning for a (choose one):
☐ **Late withdraw:** I want to have a grade changed to a "W" on my transcript (no refund for late withdraw)
☐ **Refund:** I want to be dropped from a class(es) and be considered for a Tuition Coupon/Waiver
☐ **Payment Exception:** I want to be dropped from a class(es) and be released from my obligation to pay for the class(es)

SECTION 2: Reason for Petition – Documentation MUST be provided or Committee will not review petition.

Indicate the nature of your petition: (choose one reason and **provide supporting documentation**)
☐ Personal illness or injury (must provide Physician/hospital verification/statement/billing documenting why you were unable to attend)
☐ Illness or injury of an immediate family member (must provide Physician/medical statement/verification documenting you as the family member's primary care giver)
☐ Death of an immediate family member (must provide copy of death certificate or obituary)
☐ Required military transfer or deployment (must provide military transfer orders or verification)
☐ Student account is inaccurate (must provide documentation to support inaccuracy)
☐ Received Collections warning letter (must provide documentation to support you petition explanation)
☐ Received notification that my RCC account has been sent to Collections(must provide documentation to support you petition explanation)
☐ Other: _____ (must provide letter of explanation and documentation to support your petition explanation, such as letter from employer, attorney, landlord, etc.)

SECTION 3: Course Information: List the course(s) for which you are petitioning

Term: ☐ Summer ☐ Fall ☐ Winter ☐ Spring Year_____ I received Financial Aid for this term ☐ Yes ☐ No
I received Veteran's benefits for this term ☐ Yes ☐ No

Course Title	Instructor	Last Date Attended

SECTION 4: Explanation

Describe the circumstances that prevented you from dropping the class(es) by the last day for a refund, from completing the course(es) (include the amount of class time missed), or what prevented you from withdrawing from the class(es) by the withdraw deadline. Use the back of this form or a separate sheet of paper if more room is needed.