

Drop, Refund or Withdrawal Petition

Students may request an exception to college policy or procedure when extenuating circumstances have occurred. When completing this form, **state your request, AND list the courses you want reviewed**, describe the specific incident or hardship and attach supporting documentation. Petitions should be filed in the semester of occurrence, but no later than one year following the occurrence.

Please print clearly

Name: _____ Tech ID: _____

Address: _____ Phone: _____

City, State Zip: _____ Term: _____

I am requesting:

- Drop courses/remove charges Withdrawal after the deadline
- Other Parking Fee (Must be within the first two weeks of the term)

Instructions:

1. On the back side of this form, please explain your request and reasons why your petition should be granted. (attach additional pages if needed.)
2. Attach required documentation and submit to the Registrar's Office.

Extenuating Circumstances: (Petitions without documented extenuating circumstances will not be considered.)

Medical: Documentation of the **student's** treatment from a medical or mental health professional on letterhead, including the dates of treatment and a telephone number for verification, is required. Medical reasons include serious illness or injury, mental health treatment, hospitalization, or other care received by the student that prohibits successful completion of the term.

Other: Death or serious illness of an immediate family member or other significant hardship.

These are guidelines and do not guarantee approval. The Petition Committee decides each case on its own merit.

The information I have provided is complete and true to the best of my knowledge.

Student Signature: _____ **Date:** _____

Riverland is asking you to provide information that includes private and/or confidential information under state and federal law. Riverland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, the college may not be able to effectively process this form without it.

Result of Petition Approved Denied

Signature: _____ Title: _____ Date: _____

