

SUBMIT TO:
 Financial Aid Office
 1355 West Highway 10
 Anoka, MN 55303

Fax: 763.576.7721



Students may also submit forms to
 Anoka-Ramsey Community College
 Financial Aid Office
 And
 Must Indicate ATC Student

Exception to Policy Form

Request Due to Extenuating Circumstances

Type of student: General International PSEO Veteran

Section 1. Identifying information:

Student Name: _____ Student ID Number: _____

Student Email: _____ @ my.anokatech.edu Phone Number: _____

Year and Term Requesting to Appeal:

Fall, 20____ Spring, 20____ Summer, 20____

Section 2. Type of request:

Withdraw Drop Other

Course(s) being petitioned and requested action:
 (please note that inaccurate or incomplete course information could result in a delay of processing or possibly a denied petition)

Course ID	Department	Number	Section	Credits	Drop, Withdrawal, or Other	Faculty: Sign and date: - optional signature for course's instructor. A signature from the faculty member indicates support for the student's request.
e.g. 000123	MATH	0101	01	1	Drop	Instructor Signature 01/01/15

Section 3. YOU MUST ATTACH AN EXPLANATION AND SUPPORTING DOCUMENTATION, then indicate the type of extenuating circumstance below:

Medical Call to Active Duty of Armed Forces College Error Other:

Section 4: FINANCIAL AID OFFICE SECTION Statement of impact on financial aid and signature/initials required on all appeals:

Sometimes an approved appeal results in your need to repay financial aid. The Financial Aid Office must complete the section below before your appeal will be considered. Last date of attendance may have an impact on your Financial Aid.

A. This student does not have financial aid during the semester in question or no impact.

B. If the student's drop or withdrawal is approved, the student will lose (approximately) \$ _____ in aid
 Less Tuition/Fees (approximately) \$ _____
Student Obligation (approximately) \$ _____

_____, I, the Student, understand the Student Obligation dollar amount as explained by Financial Aid AND if my request is approved, I would like Anoka Technical College to apply any tuition/fee refund I am granted directly to my current year Student Loan award.

Student Initial _____

Financial Aid Officer Signature: _____ Date: _____

Students with an unpaid balance at any MnSCU institution will not be able to register for classes until the balance is paid in full

ANOKA TECHNICAL COLLEGE

REQUEST DUE TO EXTENUATING CIRCUMSTANCES GUIDELINES AND EXPECTATIONS

Requests will be considered in accordance with the guidelines and expectations listed below. You must read each expectation below, initial and sign the certification at the bottom to indicate your understanding of each expectation. If after reading the guidelines you believe you qualify, complete the request form.

A student may request an exception to college policy when extenuating circumstances have occurred.

Student Initial

I understand my request requires extenuating circumstances. By definition, extenuating circumstances mean circumstances beyond my control. Failure on my part to meet deadlines, complete financial aid processes, confirm registration transactions, or participate in class does not constitute extenuating circumstances.

Student Initial

I understand that requests for course withdrawals and/or refunds based on the following circumstances will not be considered:

- Inability to pay
- Unawareness of college policies or deadlines
- Failed online drop/withdrawal attempts
- Dissatisfaction with the instructor, class, or grade
- Change in marital status
- A condition pre-dating the term start date
- A recurring condition, when previously approved for a prior term
- Accepting a new job
- Work schedule change (unless a condition of maintaining existing employment; documentation on employer letterhead required)
- Child care issues
- Transportation issues
- Unawareness of course prerequisites or placement requirements

Student Initial

I understand that the request must be submitted as follows: requests pertaining to Fall semester must be submitted no later than the end of the next Spring semester, requests pertaining to Spring and Summer semesters must be submitted no later than the end of the next Fall semester. Any delay in submitting my request will result in the denial of my request.

Student Initial

I understand and accept full responsibility for meeting the expectations as outlined above. My request is complete, accurate and fully documented.

Student Initial

I understand that my extenuating circumstances must be supported by appropriate documentation.

For instance:

A request due to medical circumstances requires full and complete documentation typed on letterhead from the attending physician. A hand-written note on a prescription pad is not acceptable. Documentation must include: a) the date of injury or diagnosis, and b) the medical condition and treatment. Requests due to medical circumstances are generally considered if treatment for the medical condition requires extensive (two weeks or more) hospitalization, convalescent care or other treatment, which prohibits return to class.

Requests due to medical circumstances are generally not considered for requests without adequate documentation, for medical conditions or diagnosis pre-dating the course, for medical conditions not severe enough to require extensive hospitalization or care, or for requests made for prior/past terms.

A request due to military call-up requires documentation in the form of the call-up notice to active duty.

A request due to college error requires a copy of the college document believed to be in error or a written statement from a college staff member acknowledging a college error was made.

Student Initial

I understand all sections of my request must be filled out accurately, legibly (this includes the section that requires the statement of impact of my request on financial aid and the signature of a Financial Aid Office representative, whether or not I am receiving financial aid) and I understand that I must sign and date the Request Due to Extenuating Circumstances form.

Student Initial

I understand that any request to drop a course for a refund may require me to repay all or part of my financial aid.

Allow approximately 20 business days for processing (conditions of the request may result in extended processing).

Result of requests will be **EMAILED TO YOUR ANOKA TECHNICAL COLLEGE EMAIL ADDRESS.**

Student Signature _____ **Date** _____

Incomplete requests, requests without extenuating circumstances, or requests without documentation will not be considered.