APPLICATION for TUITION REFUND or WAIVER of CHARGES and/or MEDICAL LEAVE OF ABSENCE

READ INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING APPLICATION

Return completed form to: Student Life and Development, Onondaga Community College
4585 West Seneca Turnpike, Syracuse, New York 13215 (315) 498-2228 Fax: (315) 498-2773

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1. Student's Name_____ OCC ID#_____

2. Student's Home Address_____
   Street **City** **Zip**

3. Do you live in the Residence Halls? Yes ☐ No ☐ Email Address_____

4. Telephone: ( )_____ May we leave a message on your answering service? _____

5. **This application is for the (CIRCLE ONE): WINTER / FALL / SPRING / SUMMER term of (year) _____ .**

I am applying for a: _____ Tuition Refund or Waiver of Charges

I am applying for a: _____ Medical Leave of Absence

PLEASE NOTE: **YOUR COURSE(S) MUST BE WITHDRAWN BEFORE A DECISION CAN BE MADE.**

Check here if you are withdrawing from all courses for the semester ( )

Complete this section **only** if you are **not** withdrawing from all courses:

Course #	Section #	Title	Course #	Section #	Title
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. Did you receive Financial Aid for this semester? Yes ☐ No ☐ Did you receive a refund? Yes ☐ No ☐
   Did you receive money to purchase books? Yes ☐ No ☐ Have you withdrawn your classes? Yes ☐ No ☐

7. **Please be specific and explain why you did not complete the course or the semester. Use additional sheets if necessary. Be sure to attach any documentation that verifies your statement.**
   _____
   _____
   _____

8. **LAST date you attended class(es) _____.** If you have grades on your transcript or you have not withdrawn your courses, you may need to file a **Petition to Waive the Academic Rule,** to request a late withdrawal. *Call (315) 498-2000 to determine your status or to request a petition.*

9. If you would like your application to be discussed with another person (parent, spouse, doctor etc.) please write the name(s) here: _____

10. **Your signature below indicates all information on this form is true to the best of your knowledge. If you have listed any names in Section 9, your signature also provides permission for Onondaga Community College to discuss the circumstances with persons in Section 9 and other OCC offices.**

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY:

Revised June 2009

INSTRUCTIONS

1. **Include a detailed narrative of your circumstance *and supporting documentation*.**

To apply for campus housing refunds please call Residence Life at (315) 498-2351 for further instructions.

2. **The decision on your application is final unless additional information is available.**

DEADLINES:

Applications for medical leaves and tuition waivers/refunds must be ***received*** by Student Life and Development according to the following schedule:

Fall semester – received on or before May 31 of the following year
Spring semester and Winter term – received on or before September 1 of the same year
All Summer terms – received on or before December 31 of the same year

- Applications received after these dates or without documentation will automatically be denied unless the student submits verifiable information of their inability to meet the deadline or obtain the documentation.
- Your course(s) must be withdrawn and no grade posted to your transcript in order to be reviewed.

If it is necessary to discuss your application with any one who is not an OCC Employee such as a parent, guardian, attorney or spouse, complete question 9 on the reverse side.

MEDICAL LEAVE OF ABSENCE

To apply: complete the reverse side of this form **(be sure to check that you are applying for a medical leave)** and **include documentation from your physician(s)** that indicates your inability to complete the semester or course(s). An approved request will result in a transcript notation of (W) Withdrawn or (I) Incomplete (if approved by the instructor) for any courses not completed. Please refer to the college catalog Academic Rules for more information. The final decision is based on the duration of your enrollment for the semester, your physician's recommendations and your medical status/condition prior to the start of the semester.

Medical withdrawals require a physician's medical release to be eligible for a future registration. If applicable, you can also apply for a tuition waiver or tuition refund. ***An approved medical leave of absence does not guarantee that you will receive a tuition waiver/reimbursement.***

TUITION REFUND or WAIVER of CHARGES

To apply: complete the reverse side of this form **(be sure to check that you are applying for a tuition waiver or refund) and include any verifiable documentation** that supports your inability to complete the course(s) or the semester. ***A tuition waiver or refund, if granted, may be a percentage of the total tuition depending on the reason for the application and the duration of the student's enrollment.*** An application must have a detailed explanation and supporting documentation that shows: a college error or an unfortunate, *verifiable* event occurred and the student had no previous knowledge of and/or control over the event. *Applications involving criminal activities or circumstances are not approved.* **A favorable decision does not apply to costs associated with books, supplies and other associated costs for courses or campus housing.**

MILITARY SERVICE

Submit a copy of student's military orders or enlistment papers **with this completed application.**