CASHIER PETITION

Please read the frequently asked questions section on the reverse side before completing form.

Please return this form, along with all documentation, to the Cashier’s Office. Incomplete information will result in denial of a refund. PLEASE PRINT ANSWERS CLEARLY.

REQUIRED INFORMATION:

STUDENT NAME: _________________________________________________

STUDENT ID NUMBER: ____________________________________________

OC EMAIL ADDRESS: _____________________________________________

HOME EMAIL ADDRESS: __________________________________________

STUDENT SIGNATURE: ____________________________________________

QTR. OF REFUND REQUEST: SUMMER _____ FALL _____ WINTER _____ SPRING_____

PERCENTAGE (%) OF REFUND REQUESTED:_____

REASON FOR REFUND REQUEST or BALANCE REMOVAL (Attach additional sheet of paper if needed):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

OFFICE USE:

APPROVED _______ % OF REFUND: ____________

DENIED _______ PENDING: _________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Director of Business Services ___________________________ Date ____________

CONTACT: □ EMAIL ___________________________ Cashier Staff Initials ___________ Date ____________
Frequently asked questions about submitting a Cashier’s Petition

Under what circumstances may I petition the Cashier?
You may submit a petition to the Cashier when you are requesting a refund or removal of a balance owed for tuition and/or fees outside the normal refund period due to extraordinary circumstances, such as:

- Death in family
- Medical situations
- Military transfer
- 100% Non-attendance

Please note: Cashier petitions do not affect transcripts or other Registrar related items. For these items, please contact the Registration and Records Office.

What can I do to help with the request process?
1. Be sure to complete all required information on the form. Incomplete information will result in denial of a refund.
2. Be sure to provide substantiating documentation. Please provide as much detail as possible in the reason for request area on the form for a determination to be made.
   a. If your petition is based on medical reasons, a statement from your physician documenting dates of care will be required.
   b. If your petition is for non-attendance, please obtain a statement from your instructor(s) indicating the last date of class attendance.
3. Be timely. Please submit the petition as soon as possible.

When may I expect a decision?
The Cashier’s goal is to consider any petition within five working days after the date of submission at the Cashier’s Office. A copy of the decision will be emailed to both email addresses you listed on the form along with any additional requirements or questions.