

VALENCIA

Request for Refund or Waiver of Debt

Valencia Community College complies with federal and state regulations regarding refund or waiver of debt requests after the Refund Deadline. Refunds will be mailed to the student address listed on your official Valencia record. In the case of fees paid by a third party agency, the refund will be issued to the source of the funding. **NOTE: *Students receiving Financial Aid should contact the Financial Aid Office prior to submitting a Request for Refund.***

Time Limit

One term. Student must request the refund no later than the end of the term in which the withdrawal occurred.

Eligible Refund Requests

- Students who drop one or more classes before the end of the official Refund Deadline will receive 100% reimbursement of the refundable fees provided they do not owe the college any money.
- Students who are called to active military duty, (*enlistment into the military is not recognized nor is considered to be activation by the military*).
- Death of student or member of the household. Request should be accompanied by documentation that indicates the relationship to the student (request should be submitted prior to the end of term).

Procedures for a Refund Request (*Incomplete requests will be returned for completion.*)

1. You must withdraw from your class(es) prior to the Final Withdrawal Deadline as indicated in the official college calendar. You may withdraw on campus at any of the Atlas Labs or at home through Atlas.
2. Submit a written refund request with your name, mailing address, Valencia ID number, the course(s) prefix and number, the term, the instructor's name, the reason for the request.
3. Attach documentation that supports your request (i.e. copy of military orders, copy of death certificate or obituary notice. Note: obituary notice should note the relationship of the student to the individual who is deceased). Documentation should accompany the Refund Request form.

Submitting Refund Request

Mail your completed form and documentation to Dr. Renée K. Simpson, Registrar, Valencia Community College, P.O. Box 3028, Orlando, FL 32802-3028. You may also submit your request to any campus Answer Center. You will be notified in writing of the decision regarding your request.

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Request for Refund or Waiver of Debt

(For Credit Courses)

In order to expedite your request please complete this form in its entirety and submit with the appropriate documentation attached. (See the Refund Policy)
Time Limit: One term. Student must request the refund no later than the end of the term in which the withdrawal occurred. ***Remember that you must attach required documentation before the request will be reviewed. Incomplete requests will be denied.***

DATE OF REQUEST: _____

| | | |
|----------------------------------------------|---------------------------------------|----------------------|
| Last Name, First Name, Middle Initial | Valencia ID | Date of Birth |
| Mailing Address | Day Telephone w/ Area Code | |
| City, State, Zip | Evening Telephone w/ Area Code | |

Did you receive financial aid during the term for which you are requesting the refund and/or waiver of debt? () Yes () No

| Term Course was Taken | Campus | Course Number & Title | CRN # | Credit Hrs | Final Grade | Name of Instructor |
|-----------------------------|--------|-----------------------|-------|---------------|----------------|--------------------|
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In the space provided below, please explain in a short/concise manner the reason your request should be approved.