



## WITHDRAWAL PETITION

In keeping with Florida Administrative Rule 6A-14.0541, the College of Central Florida will consider a petition for withdrawal when the student files a request claiming that the student was unable to complete the semester due to circumstances determined by the college to be exceptional and beyond the control of the student. These may include, but are not limited to: illness or injury of the student of such severity and duration, as confirmed in writing by a physician or licensed mental health professional, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling during the semester; extended, round-the-clock care of an ill relative; involuntary call to active military duty; or, incarceration.

**Students have one semester beyond the semester for which they are petitioning to file the petition. After six months, no petition will be accepted without approval of the vice president of Student Affairs.**

**Possible valid reasons for a refund:** death of student, parent, child or dependent, sibling or spouse during the semester, illness or injury of student or dependent of such severity or duration as to preclude successful completion of course, involuntary call to military duty and/or jury duty.

**Circumstances NOT constituting valid reasons for refund:** death of member of extended family or friends, change of work schedule or loss of job, loss of child care, incarceration, loss of transportation, issues involving method of instruction, dissatisfaction with course content, dissatisfaction of course grade, dissatisfaction with instructor, lack of understanding of refund policy and/or lack of understanding of college policy.

**Refunds are granted in accordance with college policy and state regulations.** Students whose accounts have been turned over to collections may be obligated to repay the collections fees to the collections agency even if a refund is granted.

**Where to obtain form:** CF Enrollment Services Center at the campus nearest you.

**Where to submit form:** Office of the Dean of Enrollment Management, Bryant Student Union, Room 102, CF Ocala Campus 3001 S.W. College Road, Ocala, Fla. 34474-4415 (may be mailed from the Citrus Campus or Levy Center).

### Documentation Requirements

Objective documentation of the exceptional circumstances (e.g., death certificate, obituary, funeral program, letter from physician or licensed mental health professional, military orders, or the college's official Medical or Legal Certification Form) must accompany the petition. Petitions submitted without appropriate supporting documentation will be denied.

The petition will be reviewed by the dean of Enrollment Management. If approved, the student will receive a W grade for each course. Within three weeks of submitting the petition, the student will receive notification of the decision by letter at the address the college has on record for the student. Students are responsible to ensure that the address and telephone number on record with the college are correct so that proper notification can be achieved. A student may appeal the decision to the dean of Enrollment Management by filing a notice of appeal with the Office of the Vice President of Student Affairs (Ocala Campus, Bryant Student Union, Room 202B) within 21 days of the date the decision letter was sent by the Dean of Enrollment Management. Students appealing will be scheduled an appointment with the Academic Exceptions and Petitions Review Committee and are expected to appear for that appointment. Decisions of the committee are **final**.

Your signature on the petition form indicates that you (1) have read and understand the college procedure and (2) that you understand that the college decides what constitutes exceptional circumstances. All information submitted must be correct. Insufficient, inaccurate or false information can result in the denial of the petition.

# College of Central Florida Withdrawal Petition

Office of Enrollment Management, Bryant Student Union, Room 102, 3001 S.W. College Road, Ocala, FL 34474-4415  
 Office: 352-854-2322, ext. 1393; Fax: 352-873-5821

The college will consider a student's petition no later than one semester after the end of the semester in which the course(s) was taken.

## Part I: Student Information

CF ID No.: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last First Middle (complete) Jr., etc.

Mailing Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Semester requesting withdrawal:  Fall  Spring  Summer Year: \_\_\_\_\_

**Part II: Course Information** Use a separate sheet for additional courses. Attach copies of e-mail from instructors of online courses. The instructor signature is required for each course listed below in the current semester, prior to grade(s) being issued.

No.	Course	Section No.	Credit Hours	Last Day of Class Attendance	Instructor Signature (Please confirm last day attended)
1.					
2.					
3.					
4.					

If you are receiving any type of financial aid including Bright Futures through the college or have applied for financial aid, check with the Financial Aid Office. If your withdrawal petition is approved it may adversely affect prior or future financial aid awards.

**To be completed by Financial Aid officer.** Determine impact if withdrawal is approved with a refund/without a refund.

- No Impact  
 Repayment of \$ \_\_\_\_\_ (with a refund)      FA Staff Signature: \_\_\_\_\_  
 Repayment of \$ \_\_\_\_\_ (without a refund)  
 Other: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby submit this petition form and all supporting documentation. By signing this document, I certify that I have read and understand the college policy and that all information submitted is complete and accurate. I also authorize verification of my documentation by the Office of the Dean of Enrollment Management.

\_\_\_\_\_  
 Student Signature Date: MM/DD/YY

### Petition Advisor, Enrollment Services Center, use only:

- Appropriate documentation for the request is attached.      Advisor Signature: \_\_\_\_\_  
 Course(s) listed above are not a third or fourth attempt, Preparatory, Dual Enrollment, Law Enforcement or Corrections.      Date: \_\_\_\_\_

### Dean of Enrollment Management Office use only:

- Approved     Not approved     No action      Comments: \_\_\_\_\_  
 Refund       No refund       Administrative action

Dean of Enrollment Management Signature: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

### Academic Exceptions and Petitions Committee use only:

- Approved     Not approved     No action      Comments: \_\_\_\_\_  
 Refund       No refund       Administrative action

Committee Chair Signature: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

### Office of Admissions and Records use only.

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_