



# Enrollment Services Withdrawal Exception Petition

*Please print clearly*

The Withdrawal Exception Petition (WEP) is a formal request for an exception to a published College policy. It can be approved only when the circumstance for the request is due to illness, death of an immediate family member, military service, or when there is documented evidence of institutional error (see page two for detailed exception categories).

The Withdrawal Exception Petition (WEP) will only be considered if the request is accompanied by appropriate documentation to support the circumstance. It is the student’s responsibility to follow the WEP procedure guidelines to:

- a) communicate clearly and legibly in a personal statement stating the grounds for the petition
- b) provide the appropriate documentation (if this is the result of a medical condition, you must include Healthcare Provider verification, the verification must be on letterhead)
- c) petitions must be received by the Office of Enrollment Services no later than 30 days after the start of the quarter immediately following the quarter being petitioned

The tuition refund policy at Yakima Valley College is established by the Board of Trustees and developed from the Washington State RCW 28B.15.605. Information is available on the College’s website at [www.yvcc.edu/registration/policies/](http://www.yvcc.edu/registration/policies/), and it is printed in the college catalog.

**Refunds for financial aid recipients are calculated according to financial aid regulations. An approved WEP may not eliminate all financial aid debt. Please consult with the Financial Aid Office for additional information.**

*Please print clearly*

Last Name	First Name, Middle Initial
Student ID Number	Quarter and Year
Last Date of Class Attendance	Phone Number
Email Address	Please check reason for Withdrawal: <input type="checkbox"/> Illness <input type="checkbox"/> Military Duty <input type="checkbox"/> Death <input type="checkbox"/> College Error

### *For Office Use Only*

<b>Petition:</b> <input type="checkbox"/> Granted <input type="checkbox"/> Denied	<b>Refund:</b> <input type="checkbox"/> None <input type="checkbox"/> 50% <input type="checkbox"/> 100%
<b>Category Met:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Military Duty <input type="checkbox"/> Death <input type="checkbox"/> College Error	<b>Reviewed by:</b>

<b>Comments:</b>
------------------

*Please print clearly*

Personal Statement and reason you believe charge should be cancelled (attach additional letter if more space is needed):

I affirm that the above statements are true. I also understand that it is my responsibility to provide the necessary documentation for my petition and that any petition without the necessary documentation will be denied. YVC staff may verify any information provided.

<b>Student Signature:</b> X	<b>Date</b>
--------------------------------	-------------

<b>Guidelines</b>	<b>Qualifications</b>	<b>Documentation Required</b>
<b>Illness</b>	Illness of the student of such severity or duration that completion of the quarter is precluded. The illness/medical condition must be unidentified at the start of the quarter.	Health Provider verification, must be on official letter head. The verification must include the illness and date. An admittance form from the Emergency Room is not enough.
<b>Call to active U.S. military duty</b>	Call to active military duty after the 5 <sup>th</sup> calendar day of the quarter.	Military orders showing the effective date of deployment.
<b>Death</b>	Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling).	Death certificate, obituary notice, or news clipping naming student or immediate family member.
<b>College Error</b>	Student advised incorrectly by representative of YVC.	Written statement (on official letterhead) or email from the YVC department explaining how YVC was in error.