

PETITION FOR EXCEPTION TO DEADLINE (PED)

Tuition, Fees and/or Withdrawal

The Petition for Exception to Deadline (PED) is a formal process to request an exception of specific College deadlines due to extraordinary circumstances. It can be approved only when the circumstance for the request is due to illness, death, military service or hardship. The PED must be accompanied by appropriate documentation to support the circumstance.

When you submit a PED, it is your responsibility to:

- Submit the typed PED no later than one quarter following the quarter in question.
- State the grounds for the petition in the Personal Statement section of the PED.
- Provide the appropriate documentation as described in the Exception Category of the PED.

A response will be issued via your CBC student email address within 15 instructional days.

CBC PETITION FOR EXCEPTION TO DEADLINE POLICY

The tuition refund policy of Columbia Basin College is established by the Board of Trustees, printed in the current Catalog and developed from the Washington State RCW [28B.15.605](#) and [28B.10.270](#).

Note that refunds for financial aid recipients are calculated according to federal and state regulations. Please consult with Hawk Central for additional information prior to completing the PED.

STUDENT INFORMATION

Student name: _____ SID number: _____

Address: _____

City: _____ State: _____ Zip: _____

CBC email (**required**): _____

Telephone: _____

Quarter/Year (eg. 2025): Summer _____ Fall _____ Winter _____ Spring _____

EXCEPTION CATEGORIES

Below are the types of exceptions the College may consider. Please mark **ONE** category most appropriate for your circumstance. Only one exception category will be considered by the committee.

Provide appropriate documentation as described in the Exception Requirements

- ☐ **Medical:** A significant and unanticipated incapacitating injury or illness to yourself or family/household member.
Exception Requirements: A statement from a healthcare provider which must: be written on a doctor's letterhead; include the specific timeline (eg, when treatment began/ended, duration of hospitalization, and/or recuperation period); and explicitly address the impact on your ability to perform normal academic tasks. To protect your privacy, we're unable to accept medical records.
- ☐ **Death:** Death of a family or household member.
Exception Requirements: An obituary notice, memorial folder, or any other documentation showing your relationship or connection to the deceased individual.
- ☐ **Military Service:** Orders to report for unanticipated active duty.
Exception Requirements: A copy of written military orders.
- ☐ **Hardship:** A significant and unanticipated personal emergency or circumstance beyond the control of the petitioner.
Exception Requirements: Documentation specifying the date of the personal emergency or circumstance with sufficient details to support the PED. Provide as much supporting evidence as possible.

By submitting this PED, one of the following may occur: reimbursement of tuition/refundable fees and/or withdrawal.

If specific class information is not included, it will be assumed all classes are included in your request.

PERSONAL STATEMENT

All PEDs require a personal statement that explains your situation and supports the exception category you selected. The purpose of this process is to address situations that are unexpected and beyond your control. In order for the College to determine whether your situation qualifies you for consideration of an exception, in the following sections clearly describe your circumstances and explain how they affected your ability to meet academic requirements. This petition must be typewritten directly into the PED form, and stay within the character limits provided for each section.

Briefly state the exception you are requesting. For example: "I missed the withdrawal deadline because I was extremely ill and was hospitalized. I wish to be withdrawn from all of my classes." (maximum 300 characters)

Provide sufficient detail about your situation to justify making an exception. Focus on the pertinent facts and specific dates of the circumstance within the number of characters allowed. Because you must submit documentation with this PED (as described in the Exception Category of the PED), please refer in this section to the documentation you are submitting with the petition. (maximum 866 characters)

Provide any additional information that may be helpful in making a decision as to whether your PED will be approved or denied. (maximum 300 characters)

STUDENT ACKNOWLEDGEMENT

By signing this document, I certify the information I am providing on this form and on any supporting documentation is true and accurate to the best of my knowledge¹. I understand that if the documentation submitted with this PED is insufficient, my PED may be denied. All decisions are final.

Student signature: _____ Date: _____

SUBMISSION LOCATION

This PED can be submitted to Hawk Central or by US Postal Service.

In Person:
Hawk Central
H Building
Pasco Campus

US Postal Service:
Student Records
Columbia Basin College
2600 N. 20th Avenue, MS-H4
Pasco, WA 99301

Email:
Hawk Central
hawkcentral@columbiabasin.edu