

PETITION FOR EXCEPTION TO DEADLINE (PED) Tuition, Fees and/or Withdrawal

The Petition for Exception to Deadline (PED) 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 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. Establishing a CBC student email account is required prior to submitting the petition.

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. 2020): Summer _____ Fall _____ Winter _____ Spring _____

Have you been granted a Petition for Exception to Deadline at any other time? Yes No

Date: ____ / ____ / ____

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 an immediate family member. An immediate family member is defined as a spouse, child, foster child, grandchild, sibling, parent, grandparent, guardian or ward.
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. No medical records will be accepted.
- Death:** Death of an immediate family member, defined as a spouse, child, foster child, grandchild, sibling, parent, grandparent, guardian or ward.
Exception Requirements: An obituary notice, memorial folder, or any other documentation showing your relationship 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 with sufficient information supporting the selected exception category. An exception process exists because situations may sometimes occur which cannot be avoided or predicted. In order for the College to determine whether your situation qualifies for consideration of an exception, you will need to provide sufficient detail and documentation (as described in the Exception Category of the PED) to support this request for CBC to make an exception to a College policy. Within the next few pages, please describe your situation and how it affected your ability to perform normal academic tasks. This petition must be typewritten (type directly into PED form) and is limited to the number of characters you may type in 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 incomplete or lacks relevancy, my PED will be denied. All decisions are final.

Student signature: _____ Date: _____

¹Submission of falsified information or misrepresentations of fact are a violation of the CBC Student Code of Conduct (WAC 132S-100-230) and may be cause for disciplinary action.

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