



# 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, hardship, or when there is documented evidence of institutional error. The PED 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 PED procedure guidelines to: a) type all statements and information into the PED form; b) communicate clearly in the Personal Statement section of the PED stating the grounds for the petition; c) provide the appropriate documentation as described in the Exception Category of the PED and; d) submit the typed PED no later than one quarter following the quarter in question. A response will be issued via your CBC student email address within 15 instructional days. Therefore, students must have an established CBC student email account before submitting the petition.

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## COLUMBIA BASIN COLLEGE 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 Quarterly Information and developed from the Washington State RCW [28B.15.605](#) and [28B.10.270](#).

Note that refunds for federal financial aid recipients are calculated according to federal regulations. Please consult with the Student Financial Aid Office for additional information prior to completing the PED.

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### STUDENT INFORMATION

Student Name: \_\_\_\_\_ SID number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

CBC Email (**required**): \_\_\_\_\_

Telephone: \_\_\_\_\_

Quarter/Year: Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Have you been granted a Petition for Refund at any other time? If so, when \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## EXCEPTION CATEGORIES

Below are the types of exceptions the college may consider. Please mark the category most appropriate for your circumstance:

### Provide appropriate documentation as described in the Exception Requirements

- Medical:** Incapacitating injury or illness to yourself or of an immediate family member (spouse, son, daughter, foster child, grandchild, sister, brother, father, mother, grandparent, guardian, or ward).  
**Exception Requirements:** A statement from a healthcare provider is appropriate medical documentation **if** it is written on a doctor's letterhead, **if** it includes the recuperation timeline, and **if** it explicitly addresses the ways in which the illness impacted your ability to perform normal academic tasks. No medical records will be accepted.
- Death:** A death of an **immediate** family member (spouse, son, daughter, foster child, grandchild, sister, brother, father, mother, grandparent, guardian, or ward).  
**Exception Requirements:** Death in the immediate family must be verified by an obituary notice, a memorial folder, or any other documentation showing your relationship to the deceased individual.
- Military Services:** Orders to report for active duty.  
**Exception Requirements:** A copy of written military orders must be submitted.
- Hardship:** A significant and unanticipated personal emergency/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.
- College Error:** For fees and tuition forfeitures that are incurred as a result of a college error.  
**Exception Requirements:** The PED Personal Statement must include a description of the error you believe the College made, the names of the staff or faculty who contributed to the error, and any documentation to support the assertion of College error.

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I am submitting the PED and requesting the following (more than one may be requested):

- Withdrawal After the 40th Day Deadline**
- Change from a credit to an audit after the 40th day Deadline**
- Deletion of the Course(s) from the Transcript**
- Tuition Reimbursement**

## **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. However, when filing an exception, you must remember that you are asking CBC to make an exception to a College policy. 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. Within the next few pages, please provide the pertinent information related to your situation. This petition must be typewritten (type directly into PED form) and is limited to the number of characters you may type in each section.

### **The "Introduction" Section**

Briefly state what 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)

### **The "Detail" Section**

Provide sufficient detail about your situation to justify making an exception. Focus on the pertinent facts because you are limited in 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)

## **The "Conclusion" Section**

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

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## **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 knowledge<sup>1</sup>. 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's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup>Submission 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.

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## **SUBMISSION LOCATION**

This PED can be submitted in person or by US Postal Service to the following address. PEDs will not be accepted via email or fax.

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

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs and CBC's Title IX Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.