



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. submit the typed PED no later than one quarter following the quarter in question
- b. type all statements and information into the PED form
- c. communicate clearly in the Personal Statement section of the PED stating the grounds for the petition
- d. 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. Therefore, students must have an established CBC student email account before 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 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.

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 **ONE** 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. Provide supporting evidence.

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

Be sure to include specific class information, otherwise it's 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. 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)

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's 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 in person at Hawk Central 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