

Dallas Telecollege Petition Refund Request

PLEASE NOTE THE FOLLOWING INFORMATION BEFORE SUBMITTING A PETITION:

- The Petition Refund Committee considers extenuating circumstances **only**. Consult the current class schedule or catalog for refund policy information.
- No action will be taken by the Committee until you officially drop the course or withdraw from the college through the Registrar's Office.
- Petitions must be submitted prior to the end of the semester for which the refund is requested.
- You will be notified of the Committee's decision by email regarding your petition request.

Print this form, write why you feel this petition should be reviewed and approved, and attach all supporting documentation (add/drop forms, fee receipts, emails, doctor statements, etc.) and either mail it or fax it to:

Dallas TeleCollege
Attn: Petition Refund Committee
9596 Walnut St.
Dallas, TX 75243
FAX: 972-669-6409 or 972-669-6585

PLEASE PRINT

STUDENT NAME _____ STUDENT ID# _____
PHONE NUMBER _____ EMAIL _____
PETITION FOR COURSE(S) _____ TERM (SEMESTER/YR) _____
STREET ADDRESS: _____ TOTAL AMOUNT PAID _____
CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TODAY'S DATE _____

Please discuss the reasons you feel this petition should be reviewed and approved. Attach all documentation to support this petition

TO BE COMPLETED BY THE PETITION REFUND COMMITTEE:

The petition was reviewed by the Committee on _____
_____ for _____ % Refund or Credit Hours

(Approve)

Disapprove (Reason) _____

Student notified of Committee's decision on _____

Committee Chair signature