



Admissions & Registration (Bldg. 2000, 1st floor)
 P.O. Box 23069 GMF
 Barrigada, Guam 96921
 Email: gcc.refund@guamcc.edu

Tuition Refund/Waiver Request Form

Last Name _____ First Name _____
 Student ID _____ Former Name _____
 Date of Birth _____ Email _____
 Phone _____
 Mailing Address _____
 City _____ State _____ Zip Code _____

SECTION 1: REQUESTED TERM (Check Box)
 Semester Fall/Year _____ Spring/Year _____ Summer/Year _____ Other/Year _____
 Financial Aid Student (Pell Grant) Yes No
 GI Bill / Veteran Yes No

SECTION 2: REASON FOR REQUEST (Check Box)
 Indicate Reason
 Required military deployment Serious illness/death student
 Other _____ Serious illness/death immediate family

- In addition to this form you must:**
1. Officially withdraw from class(s). **(REQUIRED)** If the withdrawal period has passed, please include the reason for not meeting the deadline.
 2. Gather supporting documentation - including but not limited to a letter from your medical provider, court documents, or military orders. These papers must include dates relevant to your request. You must prove that you were unable to complete your class(s). **(REQUIRED)**
 3. Prepare a typed statement on separate paper to explain the detail of your request. **(REQUIRED)**

Please read carefully before submitting this form: Any student facing extenuating circumstances during a semester resulting in withdrawal from credit classes may submit this Tuition/Refund Waiver Request Form. I understand this request will only be considered if it is submitted with proper documentation. I further understand that requests may only be submitted within one year of the end of the registered semester. A decision will be made within 6-8 weeks of submittal and you will be notified by either your myGCC e-mail or by mail.

I have read the above statement and have met all of the requirements.

Signature _____ Date _____

OFFICE USE ONLY:
 Received: _____
 Appeal Results
 Approved Denied
 Student Notified/Date _____
 Comments _____
 Reviewed by Refund Committee _____ Date _____

**Refunds are reimbursed based on your original payment method. If you paid your fees by credit card, your refund will go back to your original credit card that was used. If you paid by cash or check, a refund check will be mailed to you. Your address information must be current in the Registration and Records Office. PLEASE ALLOW 4-6 WEEKS FOR RECEIPT OF YOUR REFUND.*

TUITION AND REFUND POLICY

All students are obligated to pay for registered courses unless they officially drop a course(s) before the first day of class. Please refer to the Academic Calendar for specific dates and deadlines. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes. The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses.

LIMITATION

Never attending is not an allowable refund/waiver exception or an excuse of the debt incurred through registration.

TUITION REFUND PROCESS

If a student feels he or she has an extenuating circumstances (i.e. refund exemptions) that justifies an exception to the refund policy, he or she may file a tuition refund/waiver in the following manner:

- Refund/waiver requests must be received no later than one year from the end of the term in which the course was offered.
- Refund/waiver requests received after the deadline will not be reviewed.
- All requests must be submitted in writing and must include supporting documentation (e.g. drop/add forms, military orders, medical verification, obituary) and the Tuition Refund/Waiver Request Form.
- Appeals received without the proper documentation and form will not be reviewed.
- Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed (unless the student is unable to submit an appeal due to incapacitation).

Drop/add refund dates are widely publicized. Therefore, appeals based on lack of awareness of the dates will not be reviewed.

SUBMITTING YOUR REQUEST - Requests must be submitted in writing ONLY via:

1. Mail --- Guam Community College - Refund, c/o Admissions, P.O. Box 23069 GMF, Barrigada, Guam 96921, or
2. Email --- gcc.refund@guamcc.edu

ALL DECISIONS ARE FINAL

REFUND EXCEPTIONS

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the via mail or email to the above.

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be submitted with refund request, and any other documents that will help substantiate your request.
- B. Serious illness of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild in any one incident. Serious illness verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester.
- C. Death of a student's spouse/partner, child, or parent that prevents the student from attending all classes for the semester. Copy of death certificate must be submitted.
- D. Death of a student. Copy of death certificate must be submitted.
- E. A student in the Armed Forces who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund/waiver of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a class credit, provided courses have not been completed. All decisions made by the college are final.

FINANCIAL AID STUDENTS - It may not be your best interest to file a request. You may be responsible for repayment of financial aid received. Please check with the Financial Aid office before submitting a request.

Students receiving federal financial aid, including loans, who completely withdraw (officially or unofficially) before completing 60% of the semester will be subject to the federal return of Title IV funds calculation. This calculation is based on the percentage of the semester completed; generally the student is required to repay a portion of the federal financial aid which has been paid to the student. This calculation is mandated and must be applied regardless of the circumstances for withdrawal. For more information contact the Financial Aid office by e-mail at financialaid@guamcc.edu or call 671.735.5543.