

Refund Request

- A refund is automatically issued when a class is dropped during the schedule adjustment period. After the schedule adjustment period, a refund can only be requested by completing this form.
• This request must include supporting documentation and a rationale for requesting a refund. The circumstances leading to the request must have occurred during the current semester.
• Processing may take up to 10 days; students will be notified by college e-mail once a decision is made.
• Students are responsible for all course requirements, including grades earned, during the review period if a refund is not approved.
• Refunds must be requested before the midterm point of the class(es).
• A refund can be initiated by the College for exceptional circumstances at any time.
• Students wanting a withdrawal, not a refund, should use the form entitled Request for a Class Withdrawal after the Published Deadline.

Name Student ID
Address Phone
Signature Date
Course ID(s)

I am currently receiving Financial Aid or VA Benefits

Semester Year

Reason for refund request:

- Written documentation of call to or enlistment in active military duty or change of military station
Illness of the student or of a dependent person of such severity or duration that completion of the semester is not possible
Death of the student or member of the student's immediate family (parent, spouse, child, sibling)
Emergency circumstances beyond the student's control
College error

Please fully explain reason (use reverse if necessary) and attach documentation to this form:

[Empty lines for explanation and documentation]

Financial Aid Director Date [] Approved [] Disapproved
Dean of Students Date [] Approved [] Disapproved
Academic Dean or Vice President of Academic Affairs Date [] Approved [] Disapproved
*Required for Emergency Circumstances or College Errors Only
Chief Financial Officer Date [] Approved [] Disapproved

Comments (Administrative use only)
[] Late Withdrawal: W on transcript [] Administrative Withdrawal: W not on transcript

Refund Request and documentation may be mailed or emailed with attachments to:
NWFSC
Dean of Students/Refund Requests OR deanofstudents@nwfsc.edu
100 College Blvd.
Niceville FL 32578

Instructions and Routing:

- 1. Student submits form and documentation to Financial Aid Director.
2. After the Director's recommendation, the Dean of Students and Academic Dean or VP of Academic Affairs approve or disapprove request.
3. After signatures are completed, Business Office advises Financial Aid and Student of outcome.
4. Form goes to Registrar's Office for processing of refund if approved and is filed in student record.