

INSTRUCTIONS FOR GENERAL PETITION

Please read this page before completing the petition.

General instructions:

1. All exceptions must be requested before the last day of the quarter in which payment was made.
2. Documentations supporting your reasons must be included with your petition. Petitions received without required documentation will not be reviewed.
3. The decision on your petition will be emailed to the email address provided. If your request is denied, you will be informed of the process for filing an appeal.
4. Keep a copy of your petition and all documentation for your record.

This petition can be used for the following:

- Request to drop a course past the drop deadline.
- Request a withdrawal past the last day to withdraw with “W” grade.
- Request a refund past the 50% or 100% refund deadline.
- Request for Academic Forgiveness (Fresh Start)

Exceptions may be made for the following reason(s):

- Medical emergencies or problems that prevented you from attending classes.
- U.S. military deployment or call to duty.
- Administrative error.
- Other unforeseen circumstances.

Guidelines for required documentations:

- **Personal Statement** – required for all exemptions explaining in detail the reasons for your request. Provide any supporting background information and dates if available.
- **For medical reasons** – a health care provider must verify the first date you were unable to attend due to medical reasons. Verifications must be on a health care letterhead with the original signature. E.g., ER, Urgent Care, or hospital discharge paperwork.
- **For military deployment or call to duty** – provide your military orders showing date called to duty. Documentation must be on an official letterhead with contact information for questions.
- **For administrative error or claims you were misadvised** – provide all documentation supporting your claim. Faculty and/or staff will be contacted for additional information regarding your claim.
- **For all other unforeseen circumstances** – provide all documentation supporting your reasons.

For questions, contact Tracey Songao, Director of Enrollment Services/Registrar
at tracey.songao@cptc.edu, or 253-589-5594.

GENERAL PETITION

YOUR UNDERSTANDING

I have read and understood the General Petition instructions, use, exceptions, and guidelines for required documents as listed on the Instructions page. Student Initial _____

STUDENT INFORMATION

ctcLink ID #		Previous Student ID # (if applicable)		
Full Name			Phone #:	
Address (Street or P.O. Box)		Apartment / Unit #		
		City	State	Zip
Email Address				

I'M REQUESTING THE FOLLOWING: *Check all that applies.*

- Drop course past the deadline
- Late withdrawal to receive a "W" grade
- Refund past the deadline, requesting: 50% 100%
- Academic Forgiveness (Fresh Start)
- Other, must provide additional information

FUNDING SOURCES: (if applicable) *Check all that applies.*

- Financial Aid (E.g., grants, loans, scholarships, workstudy)
- Veteran Benefits
- Other Funding (E.g., Workforce, Third Party)
- Tuition Waiver
- Tuition Installment Plan (TIP)
- Other, _____

I'M REQUESTING AN EXCEPTION DUE TO:

- Medical Reason(s)
- Military Deployment/Call to Duty
- Administrative Error
- Other Unforeseen Circumstances

WHAT QUARTER IS THIS PETITION FOR?

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LIST ALL COURSES THIS REQUEST INVOLVES:

REQUIRED DOCUMENTATIONS:

- Personal statement explaining your request in detail. Provide background information and dates if available.
- For medical reasons, include all medical documentations. Refer to instructions for document type.
- For military deployment/call to duty, include orders showing date called to active duty.
- For administrative error, include all documents supporting the reasons listed on your personal statement.
- For other unforeseen circumstances, include all documents supporting the reasons listed on your personal statement.

STUDENT SIGNATURE DATE

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NON-DISCRIMINATION STATEMENT: Clover Park Technical College does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. For inquiries, please contact Title IX coordinator James Neblett, Associate Vice President for Human Resources & Culture, 253-589-5533, james.neblett@cptc.edu; or Section 504/disability coordinator Melissa Medina, Manager of Student Disability Services, 253-589-5755, melissa.medina@cptc.edu. All offices are located in Building 17, 4500 Steilacoom Blvd SW, Lakewood, WA 98499. Non-discrimination statement is available in other languages at www.cptc.edu/non-discrimination.

OFFICIAL USE ONLY

Status: Approved _____%, \$_____ / Denied Student Notification: date _____, email / phone / in-person

Funding Source Details: _____

Processing Notes: