



Mail to:
Northern Oklahoma College
1220 E Grand
P.O. Box 310
Tonkawa, OK 74653
Email to:
Bursars@noc.edu

Petition for Extenuating Circumstances Refund

Name: _____ Student ID#: _____ Date: _____

Street Address: _____ City: _____ Zip: _____

Petition Semester: Fall – Spring – Summer (circle one) _____ (year) Campus: Tonkawa – Enid – Stillwater - Other (circle one)

I received Financial Aid for the semester petitioning: yes – no (circle one) Telephone: _____

Students who withdraw from NOC must submit a “Withdrawal Form” to the Registration Office. Financial aid students may have their award reduced or returned to the federal financial aid program (e.g., PELL, SEOG, etc.)

Petition Deadline: 1 Year from the start of the semester petitioning

Refund eligibility criteria include:

- 1) Serious illness or injury verified by a doctor’s written statement (includes psychological disabilities verified by a psychologist)
- 2) Death of a spouse, parent, in-law, grandparent, or child verified by a death certificate
- 3) Military duty assignment verified by a copy of the signed military orders
- 4) Instructional Issues

Requests not meeting these requirements will not be considered. Examples of ineligible requests include: Academic Issues, Course Too Easy or Difficult, Financial Issues, Transportation Issues, Child Care Issues, Time or Course Scheduling Conflict.

PROCEDURES:

- 1) Supporting documentation is required before a petition can be considered.
- 2) Specific reason for your refund request (must meet eligibility requirements as stated above):

If more space is need, please use the back of this form.

- 3) Submit this form and all supporting documentation to the NOC Bursar’s Office. (See address/email above)
- 4) You will be notified in writing of the decision.

I certify the information on this form to be true, accurate, and complete.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Request is: Approved/Denied _____ W/D Date: _____

Reason: _____

Vice President of Financial Affairs: _____ Date: _____