## Student Information

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>SID</th>
<th>Student Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## Purpose of This Form

**Petition for Policy Exception:** Use this form as a formal request for an exception to the Registration and Records published dates to add or withdraw from classes. This process can only be used if an unanticipated incident or emergency occurred that hindered you from completing classes or complying with registration deadlines. Reoccurring conditions are not considered unanticipated. Please review the Registration Dates and Deadlines at [https://registration.highline.edu/registration/dates-and-deadlines/](https://registration.highline.edu/registration/dates-and-deadlines/) for more information about our published dates.

**Financial Aid:** This Petition does not address Financial Aid policies and procedures. Withdrawals and refunds for financial aid recipients are in accordance with federal and state regulations and in consultation with the financial aid office.

**Instructor or Class Room Complaints:** This Petition does not address instructor or class room complaints. For instructor or class complaints, see the Instructional Grievance Policy at [http://catalog.highline.edu](http://catalog.highline.edu) under Instructional Policies and Procedures.

## The Quarter I am Petitioning

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates to Submit Petition</th>
</tr>
</thead>
</table>
| Summer Quarter 2019      | June 24 – July 11, 2019  
                          | OR August 22 - September 20, 2019 |
| Fall Quarter 2019        | September 23 – October 4, 2019  
                          | OR December 19, 2019 - January 17, 2020 |
| Winter Quarter 2020      | January 6 – January 17, 2020  
                          | OR March 26 - April 24, 2020 |
| Spring Quarter 2020      | March 30 – April 10, 2020  
                          | OR June 19 - July 16, 2020 |

Petitions must be submitted within the specified quarterly dates listed above. Petitions will not be accepted on any other date.

## I am Requesting To (check all that apply)

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a Class After the Quarter Deadline</td>
</tr>
<tr>
<td>Receive a Tuition Refund</td>
</tr>
<tr>
<td>Withdraw After the Quarter Deadline</td>
</tr>
<tr>
<td>Remove My Late Registration Fee</td>
</tr>
</tbody>
</table>

***** A Registration Add/Drop Form is **REQUIRED** if you are petitioning to add or withdraw from classes.
Below are the types of exceptions the college may consider. Please check the box next to the category related to your circumstance and provide the documentation specified in the Required Documentation. A written statement explaining the reason for your petition is also required.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Unexpected and/or non-recurring, incapacitating injury or illness requiring extensive recuperation.</td>
<td>A doctor’s note signed by your medical provider, that includes a description of the condition and the impact on your ability to attend classes, the date it occurred, the anticipated recuperation time and date to be released back to normal activities.</td>
</tr>
<tr>
<td>Death</td>
<td>A death in the immediate family which includes parents, grandparents, aunts, uncles, spouse/partner or child or any dependent in the household.</td>
<td>Death certificate, an obituary notice or memorial indicating your relationship to the deceased and your flight itinerary, if necessary.</td>
</tr>
<tr>
<td>Military</td>
<td>Orders to report for active duty.</td>
<td>Copy of written orders.</td>
</tr>
<tr>
<td>Hardship</td>
<td>A significant and unanticipated personal emergency/circumstance beyond your control.</td>
<td>Appropriate documentation specifying the date of the personal emergency/circumstance with sufficient details supporting the incident.</td>
</tr>
<tr>
<td>Administrative Error</td>
<td>For fees and tuition forfeitures that are incurred as the result of an administrative error.</td>
<td>Written verification from the staff member, faculty and/or division chair confirming the error of your personal records.</td>
</tr>
</tbody>
</table>

Have you submitted a Petition for Policy Exception or Registration Petition in any previous quarter? If yes, please provide quarter and reason for petition.

<table>
<thead>
<tr>
<th>Year/Quarter</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

Student Signature _____________________________ Date ______

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 150 in Community & Employment Services, email: access@highline.edu, phone: (206) 592-3857 TDD/VP (206) 870-4853.
Petition for Policy Exception
Registration and Records
registration@highline.edu

<table>
<thead>
<tr>
<th>Registration Dates and Deadlines 2019-2020</th>
</tr>
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<tbody>
<tr>
<td><strong>Summer Quarter Dates</strong></td>
</tr>
<tr>
<td>A tuition refund of 100% will be processed through:</td>
</tr>
<tr>
<td>A tuition refund of 40% will be processed through:</td>
</tr>
<tr>
<td>A late fee for adding classes will be charged beginning:</td>
</tr>
<tr>
<td>The last day to withdraw without a “W” on transcript is:</td>
</tr>
<tr>
<td>The last day to withdraw with a “W” on transcript is:</td>
</tr>
<tr>
<td><strong>Fall Quarter Dates</strong></td>
</tr>
<tr>
<td>A tuition refund of 100% will be processed through:</td>
</tr>
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<tr>
<td><strong>Winter Quarter Dates</strong></td>
</tr>
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<td>A tuition refund of 100% will be processed through:</td>
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**Petition Considerations**

In most cases, decisions will be determined based on the date the unanticipated incident or emergency occurred, the date of the add or drop transaction and/or the last date of attendance posted by faculty.
Approval of the petition is not guaranteed and the decision is final.
Petitions submitted that do not include the required documentation will not be processed and will be emailed back.
Results of the petition will be emailed through your @students.highline.edu email account within 30 days.