

# Student Petition

Students may request an exception to college policy or procedure when extenuating circumstances have occurred. When completing this form, state your request, describe the specific incident or hardship, and attach any supporting documentation. Be aware that your request may not be processed if you do not include relevant documentation. Please refer to the second page of this form for further directions. **Return the completed form to the Office of Enrollment Services.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Street Address: \_\_\_\_\_ Program/Major: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Email: \_\_\_\_\_

Description of your request (attach additional pages if needed):

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Supporting evidence or description of circumstances beyond your control (attach additional pages if needed). **Please note: If you are requesting a tuition waiver, lack of funds, change in marital status, child care issues, transportation issues, lack of knowledge of college policy, dissatisfaction with the instructor and/or course, or lack of following prerequisites or placement results are not grounds for the waiver.**

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

IHCC employee signature, if appropriate \_\_\_\_\_

## OFFICE USE ONLY

Administrator action:

Denied.

Approved.

This petition cannot be approved at this time because the student must include the following documentation:

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Additional administrator comments:

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Administrator name: (*print*) \_\_\_\_\_

Administrator signature: \_\_\_\_\_

Logged by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Student Petition

**Instructions on Completing the *Student Petition Form*:**

- 1) Obtain this form from the Information Center, the Office of Enrollment Services, or online at <http://www.inverhills.edu/> (click on forms).
- 2) Complete all relevant pages of the petition form typed or in legible handwriting.
- 3) Attach documentation that will support your petition request. By enclosing relevant documentation you will increase the likelihood of having your petition approved.
- 4) Return this form along with any documentation to the Office of Enrollment Services. This form can be mailed, dropped off in person, or faxed. The contact information is as follows:  
 Inver Hills Community College  
 Attn: Office of Enrollment Services  
 2500 East 80<sup>th</sup> Street  
 Inver Grove Heights, MN 55076  
 651-450-8500 (phone), 651-450-8677 (fax)
- 5) Allow 21 calendar days for processing. If additional documentation is needed, your request will not be approved and you will be required to submit additional documentation.

**When requesting a tuition refund, please note:**

Lack of funds, change in marital status, child care issues, transportation issues, lack of knowledge of college policy, dissatisfaction with instructor and/or course, or lack of following prerequisites or placement results are not grounds for a tuition refund.

**Determining What Form to Use:**

I Want...	Form You Should Complete	Person Reviewing Request
A degree requirement waived	<i>Course Substitution/Waiver</i> form	Academic Deans
A tuition refund	<i>Student Petition</i> form	Associate Dean of Students
An exception to registration timelines	<i>Student Petition</i> form	Associate Dean of Students
Financial aid	<i>Student Petition</i> form	Associate Dean of Students
To be admitted to the college	<i>Student Petition</i> form	Director of Enrollment Services
To be admitted to a program (Nursing, EHS, CNT)	<i>Student Petition</i> form	Academic Deans
To be readmitted because I was suspended	<i>Petition for Enrollment Eligibility and/or Financial Aid after Suspension</i> form	Director of Enrollment Services
To drop or withdraw from a course after the deadline	<i>Student Petition</i> form	Associate Dean of Students
To graduate, but do not qualify	<i>Student Petition</i> form	Director of Enrollment Services
To receive financial aid after being suspended	<i>Petition for Enrollment Eligibility and/or Financial Aid after Suspension</i> form	Associate Dean of Students
To substitute one course with another	<i>Course Substitution/Waiver</i> form	Academic Deans
Transfer credit that was denied	<i>Student Petition</i> form	Director of Enrollment Services
To petition something else	<i>Student Petition</i> form	Director of Enrollment Services