

**EXTENUATING CIRCUMSTANCES AND DOCUMENTATION REQUIRED
For a Refund/Adjustment of Financial Liability**

Extenuating Circumstance	Documentation
<p>1. Military transfers and calls to active duty, or enlistment during a national emergency</p> <p>Note – excludes enlistment during a semester except as noted above</p>	<p>1. Official letter of notification</p>
<p>2. Death in the immediate family (i.e., parent, child, spouse)</p>	<p>2. Death certificate or obituary in newspaper</p>
<p>3. Death of another relative which forces the student to assume additional responsibilities in the immediate family which preclude attendance at college for an extended period of time</p>	<p>3. Documentation of relative's death plus third party documentation of additional family responsibilities</p>
<p>4. Serious illness or psychological problems which preclude attendance at college for an extended period of time</p> <p>Note – excludes minor illnesses</p>	<p>4. Doctor's letter which includes diagnosis and period of time that student cannot attend college</p>
<p>5. Serious and unanticipated personal, family or financial difficulties (e.g., job loss, separation/divorce, abuse) which result in the student being forced to assume significant new responsibilities that preclude attendance at college for an extended period of time</p> <p>Note – excludes job conflicts, change in work schedule, securing new employment, job transfers, transportation problems, general financial difficulties, etc.</p>	<p>5. Appropriate third party documentation of both the personal, family, or financial difficulties as well as new responsibilities that have been assumed</p>
<p>6. Administrative/college error</p> <p>Note – excludes complaints about course content, professors, or instructional methodology; and enrollment in an inappropriate course unless so advised by a SCCC official</p>	<p>6. Appropriate documentation of college error</p>

January 29, 2002