

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

**Extenuating Circumstance**

1. Military transfers and calls to active duty, or enlistment during a national emergency

**Note** – excludes enlistment during a semester except as noted above

2. Death in the immediate family (i.e., parent, child, spouse)
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