

# Lane Community College

## PETITION FOR WAIVER OF LANE CC DEBIT CARD REPLACEMENT FEE

**Return to:**

Lane Community College  
Enrollment and Student Financial Services  
4000 E 30<sup>th</sup> Ave  
Eugene OR 97405-0640

**OR**

Enrollment and Student Financial Services drop-box in the lobby of Building 1.

For more information please call (541) 463-3100

**Instructions:**

This petition must be completed and submitted within 14 calendar days after the card replacement fee is applied to your account or the petition will be automatically denied.

You will receive notification of the resulting decision in approximately 2-4 weeks.

**PLEASE PRINT CLEARLY OR TYPE:**

Today's Date: \_\_\_\_\_

Student's L#: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Date of Re-issuance: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Please state reason(s) for requesting waiver below:

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I certify that the above is a true and accurate statement of my appeal.

Petitioner's signature: \_\_\_\_\_

# Lane Community College

**FOR OFFICIAL USE ONLY  
DO NOT WRITE BELOW THIS LINE**

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- **LCC is not responsible for lost or stolen cards**
- **Students are responsible for updating their addresses**

**Approved**

**Denied**

**Reason:** \_\_\_\_\_

\_\_\_\_\_

You may request an appeal to this decision by submitting a written request, including a copy of this form, within 15 days of notification to Enrollment Services.

In processing by: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed by: \_\_\_\_\_ Date: \_\_\_\_\_

It is important to know that the committee reviews each request individually. In the evaluation process, careful consideration is given to complete and accurate information. Please be as specific as possible as we compare specific dates of address change with card processing and distribution.

Things to know that will work in your favor when evaluating requests:

1. Print Clearly – this is important so that it can be read and understood
2. Use your current mailing address in the form. This address is used to return the form to you
3. State your case and make your request. Petitions that are unclear or do not have a desired outcome may not yield the desired results.
4. Help us help you. We can only render a decision based upon available information.
5. Incomplete forms will not be processed or returned.