



Bucks County Community College
 Department of Public Safety Training and Certification
 Website: <http://www.bucks.edu/publicsafety>

Main Phone: 267-685-4888
Training Facility Fax: 215-788-4906
Business Office Fax: 215-497-8721
Email: fireschool@bucks.edu

Bristol Training Facility & Office
 2912 River Road
 Croydon, PA 19021

Doylestown Training Facility & Office
 1760 S. Easton Road
 Doylestown, PA 18901

Business (State) Office
 275 Swamp Road, Farmhouse 2nd Fl
 Newtown, PA 18940

Public Safety Degree Office
 275 Swamp Road
 Newtown, PA 18940

Public Safety Training & Certification Drop/Withdrawal Form

You must fill this form out, sign it, and fax / email it either to the Bristol or Doylestown Training Center. Forms will be processed based on the time they are received to our office.

Last Name: _____ First Name: _____ M.I.: _____

Student Number: _____ Date of Birth: _____ or Last 4 of SSN: _____

Current Home Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Request permission to CANCEL from:

	FSC # and Section:	Course Title:	Course Location:
<i>Ex</i>	<i>FSC 0999.501</i>	<i>Bucks Basic Fire Ground Training</i>	<i>Bucks Co PSTC</i>
1.			
2.			
3.			
4.			

Reason for Withdrawal: _____

Signature of Student: _____ Date: _____

Signature of Chief/Supervisor: _____ Date: _____

FOR OFFICIAL USE ONLY:

Last Revised: November 2022

Received on:

Cancellation Processed by:

Cancellation Confirmation Numbers:

Cancellation Processed on:

Course 1:

Course 2:

Course 3:

Course 4:

This form must be received within the timeframes specified within the policy and the start date of the course.
 (Example: Class Starts 08/12/2023, Cancellation Form must be received by the Department of Public Safety Training and Certification no later than 08/08/2023)



Public Safety Training & Certification Drop/Withdrawal from a Course & the No Show Policy

In the event a student must withdraw from a course, the student should send in a cancellation form as soon as possible to allow a space for someone who can attend and incurring any no show fees. A cancellation form should be submitted to the BCPSTC or LBPSTC at least **72 hours** prior to the start of the course; in return, a student will be provided a cancellation number that they should keep for their records. This cancellation policy and form can be found on our website at www.bucks.edu/publicsafety under [Forms + Documents](#) in the [Student and Sponsoring Agency Section](#).

Tuition and fees paid for classes cancelled by the College due to insufficient registrations are fully refundable. Other tuition refunds will be processed under the following official policy of the College:

- Official Drop/Withdrawal period, **72 hours prior** to the start date of the course:
 - Will result in a 100% tuition refund.
- Official Drop/Withdrawal from a course **less than 72 hours but prior** to the start date of the course:
 - Will result in a 50% tuition refund.
NOTE: All Bucks County and TMP Option Silver or Gold student's will be invoiced 50% of the Out of County (In State) tuition Rate. For all Out of County and Out of State student's for tuition already paid in full the difference will be refunded in accordance with our refund policy.
- Official Drop/Withdrawal period, on and following the start date of the course AND No Shows:
 - Will result in a 0% tuition refund.
NOTE: All Bucks County and TMP Option Silver or Gold student's will be invoiced 100% of the Out of County (In State) tuition rate. For all Out of County and Out of State student's no tuition will be refunded.

Military Duty Tuition Refund:

A student unable to complete any course by virtue of being called to Military Reserve Duty, other than a training obligation scheduled prior to the beginning of the course, shall be granted a drop/withdrawal with a 100% refund.

Tuition Appeals:

The college recognizes that there may be extenuating circumstances that can prevent a student from dropping/withdrawing from a course prior to the 72 hours before the start date. An appeal for tuition refund may be filed if a student was unable to attend courses registered due to medical, personal, or employment-related situations that were beyond the student's control.

If a student is charged for a No Show or Late Cancellation and wish to appeal the charge, please submit in writing to the BCPSTC or LBPSTC within 30 days of the first statement (Invoice) date providing your name, class semester/number, and copy of the invoice the reason for your appeal.