

Petition for Refund of Tuition Forfeiture/Registration Fees

For information on Tuition Forfeiture and deadlines, please visit our website at:
<http://www.uwb.edu/tuition/refunds>

Return to: **The Cashier's Office**
 Box 358544
 18115 Campus Way NE
 Bothell, WA 98011
 Phone: 425-352-3246. Fax: 425.352.3585 Email: cashier@uwb.edu

Quarter: _____ Year: _____

Student #: _____ Phone #: _____

UW email: _____

Name: _____
 Last First MI

Address: _____
 Street

 City State Zip Code

FOR OFFICE USE ONLY

Previous petition:
 Quarter: _____
 Year: _____
 Status: _____

Meeting Date _____

Granted
 Reason:
 E-mail
 E-mail SFS

Denied
 Correspondence

Deferred
 Exp date _____

Add memo to SDB

Done by: _____
 Date: _____

1.) Check fee(s) being petitioned:

- \$25.00 Late Registration Fee** (Assessed during Period III)
The fee will be refunded only in cases where it is determined that the late registration fee was caused by University Error.
- \$75.00 Late Registration Fee** (Assessed during the Late Add Period)
The fee will be refunded only in cases where it is determined that the late registration fee was caused by University Error.
- \$20.00 Change of Registration Fee** (Assessed after the seventh calendar day of the quarter)
The fee will be refunded only if the change was necessitated by University error or was done at the University's or Department's request.
- Tuition Forfeiture** -- *Read all guidelines on the reverse side of this form. List the Guideline Letter (on reverse side) that best relates to your petition. You must petition under one of these guidelines. Guideline: _____*
- Late Payment Fee** (Assessed to all students who do not pay their tuition and related fees in full on or before the tuition due date for a given quarter. Payments are considered late if they are not received in our office by 5pm on the tuition due date.)

2.) State the reason you believe the charge should be cancelled: (Use additional paper if necessary.)

3.) Attach documentation verifying your statement. Petitions will be denied without documentation (except for tuition forfeiture petitions under guideline C).

 Student Signature

 Date

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Guidelines for Tuition Forfeitures

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one half of the tuition reduction (50% forfeiture) for courses dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter, and Spring quarters or from the 8th to the 21st calendar day of Summer quarter. If you drop below full time, you will be charged the tuition rate for the number of credits that you are taking, plus one half of the difference between full time tuition and your new rate. For changes made on the 31st day or later, you will be charged 100% of the tuition amount.

Guidelines	Qualifications	Documentation Required
A Disability	Of student or family member	Health Provider Verification Form.
B Call to active U.S. military duty	Call to active military duty after the 7 th calendar day of the quarter	Military orders showing the effective date of deployment.
C New Student	During the first quarter of attendance at UW.	A completed tuition forfeiture petition form.
D Death	Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling)	Death certificate, obituary notice or news clipping naming the student as a relative of the deceased.
E University Error	Student advised incorrectly by a representative of the UW.	A written statement or e-mail (on official letterhead) from the University department explaining how the University of Washington was in error.