



Only within six (6) months of the end of a semester may students apply for consideration of one hundred percent (100%) refund of tuition and fees for that semester when the student has:

(1) withdrawn from or dropped a course AND (This is a separate process and all documentation including any ARC documentation must be attached to this form.

(2) the Registrar has documented and accepted as approved one of the conditions as defined by the state as justification as outlined below*.

NAME ADDRESS CITY & STATE ZIP CODE

STUDENT ID NO.

LOCAL TELEPHONE NO.

WORK TELEPHONE NO.

*USF E-MAIL ADDRESS

In order to be considered for a fee adjustment, one of the conditions listed on this form must be met and documented.

Applicable term and year

Repeat Course Surcharge: Yes No

A. Fill-in identifying course information for which you are requesting consideration of a fee adjustment:

Table with 5 columns: CRN, Prefix, No., Sec., Hrs.

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B. Check the *conditions(s) which apply to this request (any information submitted by the student may be verified by the University contacting the source (third party)

- 1. Illness of the student... 2. Death of the student... 3. Involuntary or voluntary call to active military duty... 4. University error... 5. Other exceptional circumstances...

Sign and submit this form with your detailed explanation and supporting documentation to the Office of the Registrar (Tampa) (University of South Florida, Office of the Registrar, SVC 1034, 4202 East Fowler Avenue, Tampa, FL 33620) or the Records and Registration office on any regional campus.

Signature of Student

Date

FOR OFFICE USE ONLY

[] Approved: _____ hours approve for full adjustment: Please note that students who received financial aid (including student loans) should expect any refunds to be returned to those aid programs first until they are repaid in full.

Refunds take approximately 5 - 10 business days to process.

[] Denied. Reason for denial:

Authorizing Signature

Date