

FEE ADJUSTMENT REQUEST

Office of the Registrar

4202 East Fowler Ave, SVC 1034 Tampa, FL 33620, (813) 974-2000

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(1) withdrawn from or dropped a course AND (This is a separate process and all documentation including any ARC documentation must be attached to this form.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

							STUDENT ID NO						
NAMEADDRESS							LOCAL TELEPHONE NO WORK TELEPHONE NO						
ZIP CODE							*USF E-MAIL ADDRESS						
	In order to	be considered for	a fee adjus	stment, or	ne of the	coi	nditions listed	on this form	must be	met and d	locumen	ted.	
Applicable term and year							Repeat Course Surcharge:						
A. Fill	l-in identifying	g course informatio	n for which	you are r	equesting	g cc	onsideration of	a fee adjustn	nent:				
	CRN	Prefix	No.	Sec.	Hrs.		CRN	Prefix	No.	Sec.	Hrs.		
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			+									-	
Sign and Office (Allow a	4. University of although the student failure to a student from the student from the student failure for the Registra minimum for	or voluntary call to a error confirmed by the University has a ma's sole responsibility ttend the first day of optional circumstances adent must be accomplete beyond her/his community with your detailed ar, SVC 1034, 420 to 10 working days fou via e-mail only	te appropriate and atory first to ensure the class is NOT be beyond the copanied by wrintrol. The explanation 2 East Fow	e University day attend ey drop to a University control of ti itten OBJE and suppor	y official i ance polic void fee li error and he student CTIVE an ting docu-	n wey ariabi will that will a that will mer	riting on official and faculty may delity. A faculty m ll not be justificate the preclude comperifiable documentation to the Office 33620) or the station of the office of of the off	drop them from tember's failur tion for a refu- tiletion of the co- entation suppo- fice of the Reg the Records ar	n the rolls are to exercise to exercise and. The to exercise and the course (s). Suring the study the study that the course (Tampad Registrate) are to exercise and the course are the course are to exercise and the course are t	nd registrati e the right t bmission or dent's clair pa) (Unive ion office o	on for the o drop a s f an expla n of exception of second any region of the contract of Second on the contract of Second on any region of the contract of Second on the contract on the contract of Second on the contract of Sec	e course, it is student for nation letter ptional South Florida, gional campus.	
Signature of Student								Date				_	
SVC103	9 for credit/deb	returned to those aid it card refunds to be ately 5 – 10 business	d programs fi credited. Stud	ljustment: rst until the dents who p	Please not by are repa	e th		who paid by c	redit card sh	ould contac	et the Cas	hier' Office,	
Authorizing Signature							Date						