

Fee Adjustment Request



UNIVERSITY of
SOUTH FLORIDA

Student Success
Office of the Registrar

After withdrawal, if you provide the Office of the Registrar acceptable proof for one of the State defined conditions below, USF Regulation 4.0101: Student Registration may apply up to a 100% refund **within six (6) months from the end of a term**. This is a separate process from the ARC Archivum and Graduate petition processes. Their outcomes **have no bearing on fee adjustment eligibility**. Also, any refund generated **may first be used to repay financial aid received during the term**.

Name _____ USFID Number _____

Address _____ Phone _____

City/State/ZIP _____ Home Campus _____

Term Summer Fall Spring Year _____ Is this a follow-up to a denial request? Yes No

Course(s) for which you are requesting a fee adjustment:

CRN	Subject	Number	Section	Credit Hours
<i>Ex: 82189</i>	<i>ENC</i>	<i>1101</i>	<i>081</i>	<i>3</i>

Select the applicable State defined condition under which you're filing for consideration:

- Illness of the student of such severity or duration to preclude completion of the course(s) **as confirmed in writing by a physician (M.D).** **NOTE: Medical diagnosis disclosures are never required.**
- Death of student or immediate family member as defined by the State of Florida; i.e.: parent, grandparent, step-parent, sibling, spouse or child. **Acceptable proof must indicate student's relation to the deceased;** e.g. obituary and death certificate.
- Voluntary or involuntary call to active military duty **as confirmed by military orders.**
- University error **as confirmed in writing by an appropriate USF official.** **NOTE:** USF has a mandatory first day attendance policy; however, if a faculty does not drop you, it **is not** University error or justification for a refund. It is a student's sole responsibility to ensure drops before the published add/drop period occurred to avoid fee liability.
- Exceptional circumstances beyond the control of the student. Acceptable forms of proof on circumstances described must accompany your explanation. Examples include, but are not limited to, insurance claim forms for home damage, proof of permanent relocation due to inclement weather or a mandatory change in work hours *after* the Add/Drop period in a job employed at *before* the start of the semester as confirmed by the employer on company letterhead.

For fastest consideration, sign & **submit with acceptable forms of proof from your USF-issued email to aa-far@usf.edu**.

Student Signature _____ Date _____

PLEASE NOTE: This process can take up to 30 days from the date of submission for the committee's decision and processing of the paperwork to be completed. You will be notified of the decision via USF email.

FOR OFFICE USE ONLY:

Recipient's Initials _____ Committee Decision Approved Denied _____ Credit hours approved through this fee adjustment _____

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	Submit to: aa-far@usf.edu
-------------------------	--	---	--	---