

In keeping with Regulation USF 4.0101: Student Registration, you may apply for consideration of a 100% refund of tuition and fees within six months of the end of a term when you have: Withdrawn or dropped a course AND the Office of the Registrar has documentation to approve one of the State defined conditions below. (NOTE: This is a separate process from the ARC petition.)

Name _____ Student ID _____
 Address _____ Telephone _____
 City, State & ZIP _____ USF Email _____

Applicable Term and Year (One Term Per Form) _____ Is this a follow-up to a denied request? Yes
 No

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

CRN	Prefix	Number	Section	Hours
<i>Example: 82189</i>	<i>ENC</i>	<i>1101</i>	<i>081</i>	<i>3</i>

Select the conditions(s) that apply to this request:

- Student illness of such severity or duration that precludes course completion (Supply confirmation on letterhead from physician (M.D.)) OR an ARC Medical Form
- Death of student or in the immediate family (parent, spouse, child, sibling or grandparent) confirmed by documentation indicating the student's relationship to the deceased. (Obituaries, birth and death certificates, etc.)
- Active military duty or return from active duty confirmed by military orders
- USF System error confirmed in writing by an appropriate USF System official or by appropriate official USF System documents. **NOTE:** The University has a mandatory first day attendance policy and faculty may drop students from a course. A faculty member's failure to drop a student **IS NOT** considered University error and does not justify a refund; it is the student's sole responsibility to ensure drops before deadline to avoid fee liability.
- Other documented exceptional circumstances beyond the control of the student accompanied by letter of explanation and appropriate documentation

Sign and submit this form with written explanation and supporting documentation to the Office of the Registrar on your campus. If you received financial aid during the term, you acknowledge that any refund generated from this request may be used to repay the aid programs (including reducing student loan debt).

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.

OFFICIAL USE ONLY		URO Date of Receipt stamp here
Recipient's Initials _____	Date Received _____	
Approved ARC on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Statement and documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	