

Fee Adjustment Request



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may apply for consideration of a 100% refund of tuition and fees within six months of the end of a term when you have: Withdrawn or dropped a course AND the Office of the Registrar has documentation to approve one of the State defined conditions below.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 _____

Term: Summer Fall Spring Year _____

Is this a follow-up to a denial request? Yes No

Have you graduated or applied to graduate? 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 condition(s) that apply to this request:

- Student illness of 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.

FOR OFFICE USE ONLY

Recipient's Initials _____ Hand Delivered Emailed US Postal Service

Documentation on file with approved ARC form? Yes No

Committee Decision? Approved Denied Credit hours approved through this fee adjustment: _____