

Fee Adjustment Request



UNIVERSITY of
SOUTH FLORIDA

Student Success
Office of the Registrar

After withdrawal, if you provide acceptable supporting documentation for one of the State defined conditions below, in keeping with USF Regulation 4.0101: Student Registration, you may apply, within six (6) months from the end of a term for consideration of a 100% refund.

Note: This decision is separate from other petition outcomes, and 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

Identify 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:

- Student illness of severity or duration that precluded course completion. Acceptable supporting documentation must be provided by, and include the signature and license number of, a healthcare provider on either a completed USF Medical form or on medical practice letterhead.
- Death of student's immediate family member as defined by the State of Florida; i.e.: parent, grandparent, step-parent, sibling, spouse, or child. Acceptable supporting documentation must indicate student's relation to the deceased; e.g.: death or birth certificate or obituary.
- 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 as described in writing. Acceptable supporting documentation must accompany your explanation.

Sign and **submit this form with written explanation and supporting documentation** to the Office of the Registrar at 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 _____ Hand Delivered Emailed US Postal Service

Supporting documentation on file with approved ARC or Graduate Petition? Yes No

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
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