FEE PETITION REQUIREMENTS

Your petition will not be reviewed by the Fee Petition Review Committee without both of the following items:

1. Your narrative statement outlining details of your petition.

2. Adequate support documentation.

Documents from an instructor or adviser must provide an explanation, on University of Washington letterhead, of the circumstances that prompted the petition.
Instructions: Complete this form and return it to the Registration Office, 209 Schmitz Hall. If this petition is approved, and your account shows a credit balance, you may request a refund at the Student Fiscal Services Office (129 Schmitz Hall) or request your refund via e-mail at sfshelp@uw.edu

Print Name (Last) (First) (Middle Initial) Student Number

Address (Street Number, City, State and ZIP)

E-mail Address Quarter for which fee was assessed: Autumn Winter Spring Summer Year

STATEMENT

State the reason you believe you should be granted the refund of the change of registration fee. Documents to verify your statement should be attached. The $20 change of registration fee is assessed uniformly for any registration changes made beginning the first day of the Late Add Period. The fee will be refunded only if the change was necessitated by University error or was done at the University’s or Department’s request.

Student’s Signature __________________________ Date ________________

FOR OFFICE USE ONLY

Granted Denied

Comments

Associate Registrar Signature __________________________ Date ________________

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