



## Petition Form Process

### **Directions for All Petitions:**

1. Pick up a Petition Form from the Registrar's Office, or print via [www.uwsuper.edu/registrar](http://www.uwsuper.edu/registrar) (forms link on left).
2. Complete the form.
  - Clearly state on the form what you are requesting and why you believe your tuition and/or fees should be waived.
  - Provide sufficient justification for your request.
  - **YOU MUST ATTACH DOCUMENTATION** to support your request (see number 3 below).
  - Please print or type information.
  - Sign and date the form and all attachments.
3. Attach sufficient justification for request (examples):
  - In the case of a deceased relative, attach a copy of the obituary or death certificate. Death must have occurred during the timeline the student is stating for this petition request.
  - If using health reasons (including mental health), attach a letter from the doctor, or official paperwork that clearly shows the student met with a doctor during the timeline the student is stating for this petition request and that confirms the medial diagnosis.
4. **Submit the completed Petition to the Registrar's Office in OM 139.** It is advisable to confirm either in person or via phone that the petition as been received if not submitted in person. The Committee Chair will notify the student of the Committee's decision, via letter.