

Extenuating Circumstances Petition

This petition is for use by students requesting a waiver of tuition and segregated fees. The members of the decision-making Committee are appointed by the Chancellor according to the guidelines in UW System Policy FPPP44.

Any actions affecting academic record (transcript) must be petitioned through the Credits & Reinstatement Committee.

Tuition and fees must be paid by their corresponding due dates, regardless of the appeal status. If an appeal is granted, an adjustment will be completed and/or a refund may be issued on paid accounts. Approvals of tuition and fee appeals are rarely granted. Please provide all relevant information regarding your appeal as the committee must follow UW System policies when reviewing appeals and the decision of the committee is final.

If the appeal is pending, the committee will request additional documentation in order to make a final decision. The student will have 30 days to submit the additional documentation or the appeal will be denied.

Appeal approvals may be granted in documented cases such as:

- Family Emergency
- Medical
- Military Deployment
- University Error

Appeals will be denied in cases such as:

- Unaware of payment due dates
- Unaware of refund schedule for withdrawals and/or drops
- Non attendance
- Poor performance in classes
- Did not like the course for which registered
- Issues between the student and the instructor
- Disciplinary action
- Voluntary changes in employment, commitments, goals, etc.
- Financial hardship

Petition Form Process

This process is designed to allow for the consideration of a tuition waiver based on extenuating circumstances. If you believe your situation should be reviewed, please follow the directions below for how to complete this extenuating circumstances petition.

Directions:

- Upload or print via www.uwsuper.edu/registrar (forms link on left).
- Complete the form.
- Provide an attached and **typed**, detailed explanation of the reason(s) you are submitting this appeal. Clearly state all of the following:
 - what you are requesting
 - for which classes and/or term
 - why you believe your tuition and/or fees should be waived

Be specific with extenuating circumstances, dates, the name of persons contacted and any step you took to address the problem at the time it occurred.

- Attach sufficient justification for request (examples):
 - **Family Emergency**
Deaths in immediate family—provide obituary or funeral notice.
Student taking care of ill or disabled family member—provide documentation of illness and need for continuing care.
 - **Medical**
Provide signed documentation from a physician's office stating the severity of the condition, dates of office visits and treatment, and the general circumstances or nature of treatment. The letter or documentation must also note the impact of the condition on the student's ability to attend class and/or perform class requirements, the duration of the problem (how long student will be unable to attend class) and if the student will be capable of resuming their academic studies.
If hospitalized during the term being appealed, the student may provide a copy of hospital bill and/or discharge papers.
 - **Military Deployment**
Provide a copy of military orders, which include dates of service.
 - **University Error**
Provide signed documentation from university personnel that explains the error that was made by the university.
- **Submit the completed Petition to the Registrar's Office, OM 139 or registrars@uwsuper.edu.** It is advisable to confirm either in person or via phone that the petition has been received if not submitted in person. The Committee Chair will notify the student of the Committee's decision, via letter.

Extenuating Circumstances Petition

Date		Student Identification Number		
Last Name		First Name		Middle Initial
Street Address	City	State	Zip Code	Phone Number
Major		Minor		
Expected Date of Graduation		Semester and Year of Appeal		

Select your reason for appeal, type of fund, and amount you are requesting:

- Family Emergency
- Medical
- Military Deployment
- University Error

Along with this form, you MUST provide:

- An attached and **typed**, detailed explanation of the reason(s) you are submitting this appeal. Clearly state all of the following:
 - what you are requesting
 - for which classes and/or term
 - why you believe your tuition and/or fees should be waived
 Be specific with extenuating circumstances, dates, the name of persons contacted and any step you took to address the problem at the time it occurred.
- Supporting documentation verifying the reason for your appeal which coincides with the dates of your appeal.

I certify that this information is true and accurate to the best of my knowledge. If I provide false or misleading information, I understand that I will have violated university standards and will be subject to university disciplinary action, which may include state and/or federal legal action.

Student Signature _____ **Date** _____

Please submit this form, your typed statement, and supporting documentation to Registrar's Office in OM 139 or registrars@uwsuper.edu

Internal Office Use Only:		
Action:		
<input type="checkbox"/> Refund Approved	<input type="checkbox"/> 100%	<input type="checkbox"/> 50%
<input type="checkbox"/> Waiver Approved (Fees will be applied towards future term within 2 years)	<input type="checkbox"/> 100%	<input type="checkbox"/> 50%
<input type="checkbox"/> Tuition and Segregated fees forgiven	<input type="checkbox"/> 100%	<input type="checkbox"/> 50%
<input type="checkbox"/> Denied		
Committee Chair Name (printed) _____	Signature _____	Date _____