Petition for Refund of Tuition Forfeiture/Registration Fees

For information on Tuition Forfeiture and deadlines, please visit our website at: http://www.uwb.edu/students/tuition/refunds/

Return to: Office of the Registrar
Box 358500
18115 Campus Way NE
Bothell, WA 98011
Phone: (425) 352-5240 Fax: (425) 352-5455 Email: UWBRegistrar@uwb.edu

Quarter: ___________ Year: ___________

Student #: ___________________ Phone #: ___________________

UW email: ______________________

Name: ____________________________

Address: __________________________

City    State    Zip Code

1.) Check fee(s) being petitioned:
  □  $25.00 Late Registration Fee (Assessed during Period III)
    The fee will be refunded only in cases where it is determined that the late registration fee was caused by University Error.
  □  $75.00 Late Registration Fee (Assessed during the Late Add Period)
    The fee will be refunded only in cases where it is determined that the late registration fee was caused by University Error.
  □  $20.00 Change of Registration Fee (Assessed after the seventh calendar day of the quarter)
    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.
  □  Tuition Forfeiture -- Read all guidelines on the reverse side of this form. List the Guideline Letter (on reverse side) that best relates to your petition. You must petition under one of these guidelines. Guideline: ________
  □  Late Payment Fee (Assessed to all students who do not pay their tuition and related fees in full on or before the tuition due date for a given quarter. Payments are considered late if they are not received in our office by 5pm on the tuition due date.)

2.) State the reason you believe the charge should be cancelled: (Use additional paper if necessary.)

3.) Attach documentation verifying your statement. Petitions will be denied without documentation (except for tuition forfeiture petitions under guideline C).

Student Signature ___________________ Date ___________________
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Guidelines for Tuition Forfeitures

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one half of the tuition reduction (50% forfeiture) for courses dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter, and Spring quarters or from the 8th to the 21st calendar day of Summer quarter. If you drop below full time, you will be charged the tuition rate for the number of credits that you are taking, plus one half of the difference between full time tuition and your new rate. For changes made on the 31st day or later, you will be charged 100% of the tuition amount.

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Qualifications</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Disability</td>
<td>Of student or family member</td>
</tr>
<tr>
<td>B</td>
<td>Call to active U.S. military duty</td>
<td>Call to active military duty after the 7th calendar day of the quarter</td>
</tr>
<tr>
<td>C</td>
<td>New Student</td>
<td>During the first quarter of attendance at UW.</td>
</tr>
<tr>
<td>D</td>
<td>Death</td>
<td>Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling)</td>
</tr>
<tr>
<td>E</td>
<td>University Error</td>
<td>Student advised incorrectly by a representative of the UW.</td>
</tr>
</tbody>
</table>