

Request to Cancel Tuition Forfeiture/Registration Fees

Office of the Registrar — 425-352-5240

Please print clearly.

Submit petition to: UW Bothell Office of the Registrar Husky Hall Welcome Center Box 358500 18115 Campus Way NE Bothell, WA 98011 Email: uwbreg@uw.edu Fax: (425) 352-5455	Name (Last) (First) (Middle)		
	Student number	Daytime phone (Where a message can be left) ()	E-mail address @uw.edu
	Quarter and year for which petition is requested:		

Petitions are accepted with proper documentation for the **current quarter only**.

I am requesting that the following be waived: *(Check all that apply)*

- Change of Registration Fee
- Late Registration Fee
- Tuition Forfeiture
- UWB International Fee
- Other: *(Please explain)* _____

NOTE:

- **Check your account balance on MyUW before completing this request.**
- This request does not apply to the application fee or Enrollment Confirmation Deposit (ECD), which are non-refundable.
- If your request is granted, your account will be adjusted to reflect the decision.
- Petitions must be received by the Office of the Registrar by the last day of instruction in the quarter for which tuition or fees are being petitioned.

Indicate the letter of the guideline that best describes your request:
(See next page for guidelines)

In the space below or on a separate sheet of paper, please state the reason why you believe the charges should be canceled. You will also need to provide any required documentation (see guidelines on reverse side). *Please type or print clearly or you may attach an additional sheet instead.*

I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for canceling the charges. I agree to provide documentation verifying my situation and attest to its accuracy and truthfulness.

Signature

Date

FOR OFFICE USE ONLY

Meeting Date: _____

Request is: Granted Deferred, Exp date: _____ Denied

By: _____ Date: _____

Previous Petitions: Quarter _____ Year _____

Notified student via e-mail E-mail SFS Add memo to SDB

Done by: _____ Date: _____

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one half of the tuition (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.

RCW 28B.15.600

Guidelines	Qualifications	Documentation Required
<p>A Illness, or Accident</p>	<p>Illness of the student of such severity or duration that completion of the quarter is precluded.</p>	<p>Health Provider Verification Form</p>
<p>B Call to active U.S. military duty</p>	<p>Call to active military duty after the 7th calendar day of the quarter</p>	<p>Military orders showing the effective date of deployment</p>
<p>C New Student</p>	<p>Only the first quarter of attendance at ANY UW campus of the University of Washington.</p>	<p>A completed petition form</p>
<p>D Death</p>	<p>Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling)</p>	<p>Death certificate, funeral program, obituary or news clipping clearly showing relationship to the deceased</p>
<p>E University Error</p>	<p>Student advised incorrectly by a representative of the UW.</p>	<p>A written statement (on official letterhead) or e-mail from the University department explaining how the University of Washington was in error</p>