University of Washington – Seattle Campus
Tuition Forfeiture Petition

For information on Tuition Forfeitures and deadlines, please see our website at: http://f2.washington.edu/fm/sfs/tuition/forfeiture-refund

Return to: Student Fiscal Services
129 Schmitz Hall
Box 355870
Seattle, WA 98195-5870
206-543-4694  fax: 206-685-2942
e-mail: sfshelp@u.washington.edu

Replies will be sent to your UW e-mail address usually within business 3 days.

Student # __________________ Phone # __________________

UW e-mail _______________________________________

Name ___________________ ___________________ ___________________

Address ____________________________________________

CITY STATE ZIP CODE

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

Please read all guidelines on the reverse of this form. List guideline that best relates to your situation. □

State reason you believe charge should be cancelled:

Date: ________________ Signature: _________________________

FOR OFFICE USE ONLY

□Granted
Advised Student
□Verbal
□E-mail
□Hold (SRT630)
□Adj Balance

30-2000 $

Cxl Chg $

□Denied
Advised Student
□Verbal
□E-mail

□M5 - 5

Done by: ____________________________

Date: ____________________________

□Log into database

Rev. 11/04
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 classes 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>
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</thead>
<tbody>
<tr>
<td>A. Disability</td>
<td>Illness of the student of such severity or duration that completion of the quarter is precluded.</td>
<td>Health Provider Verification form.</td>
</tr>
<tr>
<td>B. Call to active U.S. military duty</td>
<td>Call to active military duty after the 7th calendar day of the quarter.</td>
<td>Military orders showing the effective date of deployment.</td>
</tr>
<tr>
<td>C. New Student</td>
<td>During your first quarter of attendance at the UW.</td>
<td>A completed Tuition Forfeiture Petition form.</td>
</tr>
<tr>
<td>D. Death</td>
<td>Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling).</td>
<td>Death certificate, obituary notice or news clipping naming student as relative of the deceased.</td>
</tr>
<tr>
<td>E. University Error</td>
<td>Student advised incorrectly by representative of the UW.</td>
<td>Written statement (on official letterhead) or email from the University department explaining how the University of Washington was in error.</td>
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</tbody>
</table>