University of North Florida

STUDENT FEE PETITION

INSTRUCTIONS:

- Students must formally withdraw from course(s) online or at the OneStop Office for all requests concerning tuition.
- A **written explanation** and **documentation** **MUST** be attached and is required in **ALL CASES**.
- This petition **must** be submitted within **six months of the close of the semester** of the fee(s) in question, per:
  - *Board of Governors Tuition and Fee Regulation #7.002(11).*
- The provisions governing refunds are established by the Board of Trustees and are outlined in the University catalog.
- Completed petitions should be submitted to the Controller's Office located in UNF Hall, B-53, Suite 205.
- The **Orientation Fee** and the **Repeat Surcharge** are NOT petitionable.

UNF I.D. # N_____

Name: _____ *Signature*_____
Last First MI

Address: _____ Phone_____

_____ Date_____
City State Zip

Course Number	Section	Credit Hrs
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Course was taken:

Term: ☐ Fall Year: _____
☐ Spring
☐ Summer A
☐ Summer B
☐ Full Summer

Please check the appropriate category:

_____ Refund or Cancellation of Tuition / Registration fees.
_____ Refund or Cancellation of Late Registration fee.
_____ Refund or Cancellation of Late Payment fee.
_____ Refund or Cancellation of Late Reinstatement fee.
_____ Other (explain) _____

******IMPORTANT NOTE******
Depending upon your Financial Aid, your refund may have to be returned to the program funding source.

Please indicate the justification for this request:

☐ Involuntary call to armed forces/change in duty station. Explain on the back and attach copy of duty orders.

☐ Incapacitating illness (student or immediate member of family).
Explain on the back and attach formal supporting physician's statement on letterhead stationary.
(Bills and lab results are not accepted).

☐ Death (student or member of immediate family). Explain on back and attach death certificate or obituary notice.

☐ University administrative error or other unusual university related circumstances. Explain on the back and attach memorandum from University office on letterhead stationary confirming error.

☐ Non- University related circumstances. Explain on the back and attach documentation.

OFFICE USE ONLY:

Withdrawn: _____ Amount Paid:_____ On A/R:_____ Late Fee Assessed: _____

Detailed Explanation: