



Exception to University Policy-Student Financial Petition

Return to:
 Bursar Services – Weber State University
 1023 University Circle
 Ogden, UT 84408-1023
 Fax: 801-626-7276
 In-Person: Miller Admin. Bldg. Room 103

PLEASE PRINT

Student Name: _____ W# _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Student E-mail: _____ Phone: _____

This form is to petition for an exemption to university policy for tuition and fee assessment only. **You must be officially withdrawn ONLY from the course (or courses) during the semester in which you are requesting a tuition and fee exemption.** Tuition and fee assessment is based on the date of registration for a course and the date that the course was dropped or the date of total withdrawal from school. WSU does not drop courses for nonpayment or nonattendance. **Petitions must be submitted within one year of original tuition and fee assessment.** Please submit this petition with all supporting documentation. Incomplete petitions submission will be returned.

Year: _____ Semester: _____

Statement why exception to policy should be granted (attach additional page if needed):

Please check all that apply:

- I am a Veteran
- I received financial aid, tuition waiver or scholarship
- I participate in NCAA athletics
- I received a sponsor or other resource payment

Student Responsibilities: I understand it is my responsibility to comply with:

- 1) Deadlines specified in the academic calendar and refund schedule for semester.
- 2) Policies and procedures listed in the college catalog and the WSU website.
- 3) Submission of the necessary documentation to support the petition.
- 4) Submission of the petition in a timely manner as stated in the student code (PPM 6-22 IX).
- 5) The return of financial aid, scholarship or third-party funds due to withdrawal or exception to policy.

Student Signature: _____ **Date:** _____

If you have questions, please email waivers@weber.edu

Allow 4-6 weeks for processing once ALL documentation is submitted. Do not submit this form if you are requesting: 1) to be withdrawn from one or more courses, 2) a financial aid, waiver or scholarship adjustment, 3) adjustments to housing charges, 4) a refund of departmental, graduation or admissions charge, 5) an academic record adjustment 6) to appeal a parking ticket or 7) an adjustment to any non-tuition and student fee assessment.

For Petition Committee Use:

Approved Refund % or Amount \$

Denied Reason:

Reviewed by:

Committee Chair Signature: _____ Cashier: Complete date: _____