



Exception to University Policy-Student Financial Petition

Return to:
Bursar Services – Weber State University
3850 Dixon Parkway Dept 1023
Ogden, UT 84408-1023
Fax: 801-626-7276
In person: Miller Admin. Bldg Room 103
Email: waivers@weber.edu

PLEASE PRINT

Student Name: _____ W# _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Student Email: _____ Phone: _____

This form is to petition an exemption to university policy for tuition and student fee assessment only. **You must be OFFICIALLY withdrawn from the course(s) during the semester in which you are requesting a tuition and fee exemption.** Tuition and student fee assessment is based on the date of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 submissions will be returned.

Year: _____ Semester: _____

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

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> I am a Veteran | <input type="checkbox"/> I received financial aid, tuition waiver or scholarship |
| <input type="checkbox"/> I participate in NCAA athletics | <input type="checkbox"/> 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 procession 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 Do not submit this form if you are requesting 1) to be withdrawn from one or more courses. 2) a financial aid, waiver or scholarship adjustment. 3) adjustment to housing charges. 4) a refund of departmental, graduation or admissions charge. 5) an academic record adjustment. 6) to appeal a parking ticket. 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: _____ Complete Date: _____

Supporting Documentation

The burden of proof rests with the student to submit documentation of circumstances that prevented the student from adhering to the WSU policies and procedures. All statements in the petition **MUST** be documented. This documentation may include, but not limited to the following:

1. Medical reasons: Statement from the physician or hospital on official letterhead that provides:
 - a. Date the medical condition was diagnosed.
 - b. Dates of treatment.
 - c. Dates of hospitalization or confinement, recuperation period, release from treatment.
 - d. *Please do not submit medical bills or insurance claims.***
2. Military deployment:
 - a. Deployment papers if the student's military unit was activated and deployed during the semester.
 - b. Other official legal documents that substantiate the inability to participate in courses during the semester due to the deployment or military commitments.
3. Death in immediate family:
 - a. Certificate of death or obituaries listing relationship to deceased individual.
 - b. Immediate family is defined as spouse, sibling, children, and/or parents.
4. Other: Special circumstances beyond the student's control may be considered.
 - a. Must be documented on letterhead by source that supports the claim.
 - b. Official documents to substantiate claim.