



## PROCESS FOR FILING A PETITION FOR TUITION ADJUSTMENT

1.



PETITION FOR TUITION ADJUSTMENT

PLEASE INCLUDE ALL DOCUMENTATION TO SUPPORT THIS REQUEST (INCLUDING 3<sup>RD</sup> PARTY DOCUMENTATION). FAILURE TO DO SO WILL RESULT IN YOUR PETITION BEING RETURNED TO YOU.

STUDENT NAME \_\_\_\_\_

STUDENT ADDRESS \_\_\_\_\_

STUDENT PHONE # \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

TERM AND YEAR FOR REQUEST \_\_\_\_\_

COURSE NAME (S) \_\_\_\_\_

REASON FOR REFUND REQUEST OR CHARGES TO BE DROPPED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

OPTIONAL COMMENTS BY COLLEGE OFFICE/ADVISOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_