



FEE APPEALS COMMITTEE PETITION COVER PAGE

THIRD ATTEMPT SURCHARGE-REPEAT COURSE FEE EXEMPTION

NAME: _____ UCF ID: _____ DATE: _____

PHONE NO: _____ Knights e-mail: _____

PETITION TERM: _____ COURSE REPEATED: _____

Student Certification: I understand that I will receive the committee's decision via email to my Knights email address. _____ Initials

Exceptions to the repeat course fee requirement are only extenuating circumstances or financial hardship.

SUPPORTING DOCUMENTATION IS REQUIRED FOR THE COMMITTEE TO CONSIDER THE PETITION.

- Instructions:
* Petitioner must attach a typed letter describing the circumstances of the chosen exemption for the committee to review.
* Petitioner must include all supporting documentation as required by the chosen exemption.
* Check one of the following selections for the exemption of choice.
* Petitions must be submitted within six months after the term the Repeat Course fee is charged in order to be considered.

Extenuating Circumstances:

The circumstances determined by the university to be exceptional and beyond the control of the student may include but not be limited to the following:

- Medical condition or serious illness preventing completion of course.
Death of an immediate family member (mother, father, grandparents, siblings, spouse, children, grandchildren).
Involuntary call to active military duty.
Other emergency circumstances or extraordinary conditions.

Special Limitation: students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class.

Financial Hardship: (MUST complete and attach Disclosure Form 41-561c)

This hardship should include but not be limited to the following:

- If qualified for federal need-based financial aid.
Other documented financial hardships may be considered.

The following information is required to determine financial need:

- Where or how do you obtain the funds to pay your tuition? (work, savings, financial aid, other)
Do you work? If so, how many hours do you work? What is your estimated annual income?
How many dependents do you claim?
Are you a full-time student or part-time student?
Provide a detail explanation how these extra costs impact your financial circumstances.

FEE APPEALS COMMITTEE DECISION [] APPROVED [] DENIED [] REJECTED

Comments:

Three horizontal lines for writing comments.

Mail to: UCF Student Account Services, P.O. Box 160115, Orlando, FL 32816-0115, E-mail: studentaccounts@ucf.edu, Fax: 407-823-1982, Form 41-561a (02/18)

By: _____ Date