

INSTRUCTIONS

1. Complete the top section and write in your request. Obtain signatures from your respective academic dean.
2. Request must be made to your academic advisor to complete an Administrative Drop Form for withdrawn course/s. This form will be directed to the Office of the Registrar.
3. Submit Petition for Financial Exemption to the Business Office for processing.
4. You will be notified of the final decision and any further instructions.

PERSONAL INFORMATION

Legal First Name: _____ Legal Last Name: _____ Student ID: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____ Today's Date: _____

Current Program: _____ Person filling out this Petition: _____

COURSE CODE	SECT	COURSE NAME	CR. HRS

PLEASE STATE YOUR REQUEST & EXPLANATION: *(Provide supporting documentation – required)*

Comments: _____

AUTHORIZED SIGNATURE FROM ADMINISTRATION:

Approve Deny Comments: _____

Signature: _____ Date: _____

BUSINESS OFFICE INSTRUCTIONS

Comments: _____

Refund Process Date: _____

Signature: _____ Date: _____