

## FEE PETITION REQUIREMENTS

Your petition will **not** be reviewed by the Fee Petition Review Committee without **both** of the following items:

1. Your typed narrative statement outlining details of your petition.

AND

2. Adequate support documentation.

Documents from an instructor or adviser must provide an explanation **on University of Washington letterhead** of the circumstances that prompted the petition.

(Scroll down for form.)



UNIVERSITY OF WASHINGTON

# PETITION FOR REFUND OF THE ENROLLMENT CONFIRMATION DEPOSIT

OFFICE OF THE REGISTRAR

209 Schmitz Hall, Box 355850  
Seattle, WA 98195-5850

Name (Last)	(First)	(M.I.)	Date of Petition
Address (Street) *		Student Number	Quarter Applied for
(City)	(State)	(Zip)	<input type="checkbox"/> Autumn YEAR _____ <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
		Email Address	

Following are the conditions under which the Enrollment Confirmation Deposit is refunded. Please check the box and explain your situation on a separate typed sheet. Submit petition to the Office of the Registrar, 209 Schmitz Hall, Box 355850, Seattle, WA 98195-5850.

**Have you registered for the above quarter? If so, you must complete an official withdrawal at the Registration Office, Room 225 Schmitz Hall. You will continue to owe one-half of your tuition and fees if you fail to withdraw before the 8th calendar day of the quarter.**

- 1. New and returning matriculated students who are unable to obtain courses required for completion of their degree or certificate program or courses which are determined by an appropriate academic adviser to be acceptable alternate courses, will be refunded the Enrollment Confirmation Deposit. A written verification from the appropriate academic adviser must be attached to this petition. Such requests for refunds must be submitted by Friday of the second week of the quarter.
- 2. A new or returning matriculated student who, after meeting with an appropriate academic adviser, determines that the program for which admission was granted differs substantially from what the student was led to expect based upon earlier available information, will be refunded the Enrollment Confirmation Deposit. This petition for refund must be submitted before the student registers for courses and in no case later than the first day of the quarter for which admission has been granted. A written verification from the appropriate academic adviser must be included.
- 3. New and returning students who apply by the prescribed deadline for financial aid administered by the University's Student Financial Aid Office, and who cannot be awarded financial aid adequate to their needs as determined by that office, and who are therefore unable to attend the University, will be refunded the Enrollment Confirmation Deposit. This petition and a copy of the Notice of Award and Acceptance must be submitted no later than two weeks after receipt of notice of the financial aid award.
- 4. New and returning students who are unable to attend the University because of pregnancy, disability or death or because they are called involuntarily into the military service of the United States or into civil duty may be refunded the Enrollment Confirmation Deposit. **Documentation is required.**

Action

Granted     Denied     Action deferred, additional information required.

\* Reply will be sent to the address or email address on file with the Office of the Registrar.