

# **FEE PETITION REQUIREMENTS**

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

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



UNIVERSITY OF WASHINGTON

# PETITION FOR REFUND OF \$20 CHANGE OF REGISTRATION FEE

OFFICE OF THE REGISTRAR

Office of the Registrar  
Box 355850  
Seattle, WA 98195-5850  
206-543-8580

Instructions: Complete this form and return it to the Registration Office, 2nd Floor Schmitz Hall or via email to [Petition@uw.edu](mailto:Petition@uw.edu). If this petition is approved, and your account shows a credit balance, you may request a refund at the Student Fiscal Services Office (129 Schmitz Hall) or request your refund via e-mail at [sfshelp@uw.edu](mailto:sfshelp@uw.edu)

Print Name (Last)	(First)	(Middle Initial)	Student Number
Quarter for which fee was assessed (circle one):			
Autumn	Winter	Spring	Summer
Year _____			
E-mail Address			

## STATEMENT

State the reason you believe you should be granted the refund of the change of registration fee. Documents to verify your statement should be attached. The \$20 change of registration fee is assessed uniformly for any registration changes made beginning the first day of the Late Add Period. **The fee will be refunded only if the change was necessitated by University error or was done at the University's or Department's request.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Granted	Denied
Comments	
Associate Registrar Signature _____ Date _____	