

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

206-543-5378

Instructions: Complete this form and return it to the Registration Office, 225 Schmitz Hall. If this petition is approved, and your account shows a credit balance, you may request a refund at the Student Accounts Office (129 Schmitz Hall) or request your refund via e-mail at stacct@u.washington.edu.

Print Name (Last)	(First)	(Middle Initial)	Student Number
Address (Street Number, City, State and ZIP)			
E-mail Address	Quarter for which fee was assessed: <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____		

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 _____