

Petition No. \_\_\_\_\_

San Francisco State University

**PETITION FOR WAIVER OF FINANCIAL REGULATIONS**

**Read the instructions on this form. Return the completed petition to the Bursar's Office at New ADM Rm 155 or at the Student Services Building Rm 102. Questions? Email bursar@sfsu.edu**

I request a waiver of financial regulations for TERM \_\_\_\_\_ YEAR \_\_\_\_\_

- Late payment of tuition/reg fees for \_\_\_\_\_ units
- Late refund (specify amt \_\_\_\_\_)
- Reinstatement in classes (Disenrolled)
- Billing correction only
- Other (specify) \_\_\_\_\_

**\* Please provide all the information required below and print clearly. Do not leave any of the fields blank.**

Name \_\_\_\_\_

Address \_\_\_\_\_ Student ID \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (H) \_\_\_\_\_

Email \_\_\_\_\_ Phone (W) \_\_\_\_\_

**My signature on the line below acknowledges that I have read and fully understand instructions on the reverse side of this form. I also affirm, to the best of my knowledge, that the statements provided are true.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Use the space below to fully explain your situation and justification for this petition. If additional space is needed you may use an attachment and provide pertinent supporting documentation to your claim.

Are you a recipient of financial aid?  Yes  No

Registration Appeals Committee Decision:  Approved  Denied  No Action Required

Comment \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Registration Appeals Committee Representative

## **LATE PAYMENT OF FEES**

You must explain the reasons you were unable to pay your tuition and registration fees by the published deadline. Attach copies of signed add forms and indicate total number of units you intend to enroll in. If your petition is approved, you will have 10 business days from the date of approval to pay. You are required to pay the tuition and registration fees plus a \$25 late registration fee and a non-refundable \$20 administrative fee. Nonresident and International students will be charged a 15% service fee on the balance of nonresident tuition fee owed. You must pay with cash, certified funds, or money order. No personal checks or credit cards accepted for late payment of tuition and registration fees. In addition, if you are receiving financial aid, attach the fee deferment form (signed by a financial aid counselor) to your petition. Once payment is received in full, you must submit add forms to the Registrar's Office to be officially enrolled.

## **REINSTATEMENT IN CLASSES**

If you were disenrolled for non-payment or insufficient payment of tuition and fees, you will be charged all applicable late fees plus a non-refundable \$20 administration fee. If you are unable to pay before grades are assigned, you will need to submit grade change petitions or file a Petition for Waiver of College Regulations to add your classes retroactively. Grades will not be recorded until payment is received in full.

## **BILLING CORRECTIONS**

You may request a billing correction if you believe that you were billed for tuition and registration fees in error. You are responsible for payment of all units you are enrolled in, beginning with the first day of classes. The student is responsible for dropping or withdrawing from their class(s) regardless of ever attending. If you are requesting a billing correction due to medical reasons, you must submit documentation from your physician that clearly describes at a minimum the nature of your illness or disability and the exact period of time you were unable to attend classes.

## **LATE REQUEST FOR REFUND OF FEES & TUITION**

Title V of the California Code of Regulations provides for late application of refunds only "in the case of **death, disability, compulsory military service**, or if a **University rule**" prevents you from continuing to attend classes.

Death: A copy of the death certificate and explanation of the relationship to the deceased must be submitted with the petition.

Disability: A letter on business letterhead from your attending physician certifying how your condition or situation affected your ability to continue enrollment at SF State and must clearly state the period of time affected.

Compulsory military service: Reporting documents must be submitted with the petition.

University rule is when you are administratively withdrawn from your classes because you did not meet a University requirement. This rule does not apply to students who are disenrolled due to non-payment of tuition and registration fees or insufficient payment of tuition and registration fees.

Academic certification: A letter on school/department letterhead from the instructor(s) or department chair(s) certifying your enrollment and attendance status including, but not limited to, the last day of attendance.

Employer certification: A letter signed by the appropriate authority on your employer's business letterhead certifying the effective date of any mandatory schedule change(s), relocation, and/or notice of discharge that prevented completion of workload at SF State.

Residency status change: A letter from the Graduate or Undergraduate department certifying period of residency change must be submitted with the petition.

Refunds are based on the date you drop or withdrew from classes.

If you feel that your late request for a refund is justified based on one or more of the above criteria, complete and submit the following three documents to the Bursar's Office: 1) Petition for Waiver of Financial Regulations, 2) Refund Request for Tuition and Registration Fees, and 3) Written documentation to support your request.

## **Submission of petition with certified documents does not guarantee Committee approval.**

You will be notified by email of action taken on your petition. If your late refund request is approved, a check will be mailed to the address on file unless specified otherwise within 4 weeks pending Bursar's verification. Any outstanding obligations to the University will be deducted from your refund.

Refer to the SF State website at [www.sfsu.edu](http://www.sfsu.edu) for more specific information.

Questions may be directed to the Registration Appeals Coordinator at (415) 338-7136 or by emailing [regappl@sfsu.edu](mailto:regappl@sfsu.edu).