

Request to Waive Tuition Forfeiture or Registration Fees

Office of the Registrar, Campus Box 358400 — 253-692-4913 Please print clearly.

Submit petition to: UW Tacoma Office of the Registrar Room MAT 253 Campus Box 358400 1900 Commerce Street Tacoma, WA 98402-3100	Name (Last)		(First)	(Middle)	
	Address				(Apt.)
	(City)		(State)	(ZIP)	
	Student number	Daytime phone ()	E-mail address @uw.edu		
	Quarter and year for which petition is requested:		Quarter	Year	

Petitions are accepted with proper documentation for the **current quarter only**.

I am requesting that the following be waived:*(Check all that apply)*

- Tuition forfeiture
- Late payment of tuition
- Change of registration fee
- Late registration fee
- Other: *(Please explain)* _____
- _____

NOTE:

- **Check your account balance on MyUW before completing this request.**
- This request does not apply to the application fee or Enrollment Confirmation Fee (ECF), which are non-refundable.
- If your request is granted, your account will be adjusted to reflect the decision.
- Petitions must be received by the Office of the Registrar by the last day of instruction in the quarter for which tuition or fees are being petitioned.

Indicate the letter of the guideline that best describes your request:
(See next page for guidelines)

In the space below or on a separate sheet of paper, please state the reason why you believe the charges should be waived. You will also need to provide any required documentation (see guidelines on reverse side). *Please type or print clearly in ink. You may attach an additional sheet instead.*

I have reviewed the guidelines and outlined the details and specific circumstances supporting my request for petitioning the charges I indicated above and attached the appropriate documentation.

Signature_____
Date**FOR OFFICE USE ONLY**Request is: Granted Deferred Denied Notified via e-mail

By: _____ Date: _____ Date: _____

Guidelines for Tuition Forfeitures

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one half of the tuition reduction (50% forfeiture) for classes dropped from the 8th through the 30th calendar day of the quarter during Autumn, Winter and Spring quarters or from the 8th to the 21st calendar day of Summer quarter. If you drop below full-time, you will be charged the tuition rate for the number of credits that you are taking, plus one half of the difference between full time tuition and your new rate. For changes made on the 31st day or later, you will be charged 100% of the tuition amount.

RCW 28B.15.600

GUIDELINES	QUALIFICATIONS	DOCUMENTATION REQUIRED
A. Disability	Illness of the student of such severity or duration that completion of the quarter is precluded.	Heath Provider Verification form available in MAT 253.
B. Call to active U.S. military duty	Call to active military duty after the 7th calendar day of the quarter.	Military orders showing the effective date of deployment.
C. New student	Only the first quarter of attendance at any campus of the University of Washington.	A completed petition form.
D. Death	Death of the student or member of the immediate family (parent, spouse/ domestic partner, child, sibling).	Death certificate, obituary notice or news clipping naming student as relative of the deceased.
E. University error	Student advised incorrectly by representative of the University.	Written statement (on official letterhead) or e-mail from the University department explaining how the University of Washington Tacoma was in error.