

Refund Petition

Return to:

Office of the Registrar
registrar@uoregon.edu

Use this petition to request tuition and/or petition fee reimbursement for individual courses.
Complete Withdrawal Refund Petitions are submitted through the Office of Academic Advising.

Name: _____ UO ID Number: _____
Last First MI
Address: _____
Street City State Zip
E-mail: _____ Phone: () _____

PETITION GUIDELINES
****** READ CAREFULLY ******

As you prepare this petition for an exception to established policy, note that a well-documented presentation of all relevant information is required. **The online class schedule and academic calendar provide detailed deadline and refund information; therefore ignorance of such policy will not be considered a valid excuse.** If needed, use the Accompanying Statement section on the reverse of this form for supporting statement(s) from department, instructor, staff person, and/or physician; this information is helpful but not required for review. Complete all information on the first page of this form. False or misleading information will be considered grounds for denial.

Student Request(s): (Mark each box that applies)

- Refund of Tuition & Fees
- Refund of Petition Fee

Regarding Course(s):

Subject	Course #	CRN	Title	GRD or P/N	Credits	Term/Year	Instructor

STUDENT STATEMENT:

Explain why you missed the deadline which caused you to incur tuition penalties and/or fees. What extenuating circumstances justify granting this petition? Make sure to write legibly and attach a second page if needed.

Student Handwritten Signature

Date

(see back for accompanying statement)

Accompanying Statement: (attach additional pages if necessary)
(extenuating circumstances which may justify granting this petition)

Handwritten Signature

Date

OFFICE USE ONLY

Approved: Denied: Effective Date in Banner _____

100% refund of tuition 75% refund of tuition 50% refund of tuition 25% refund of tuition

Refund of petition fee \$ _____

Student Notified: Sent In person

SFAREGS

SFATLOG

TSAAREV

Comments:

Received By: _____ Date: _____