

Petition for Tuition Waiver After Add/Drop Deadline

Student Accounting
Illinois Institute of Technology
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G709

Read the following information carefully before completing this form:

A course may be dropped during the semester from the first day of class through the add/drop deadline with no financial obligation. After the add/drop deadline passes, a course may be withdrawn between the third and tenth week of the semester, but tuition/fees associated with a withdrawal are still due in full. In extenuating, documented circumstances, a tuition waiver may be made after the deadline to drop a course. However, the decision to approve a petition for waiver is entirely at the discretion of the University Controller's Office and the Academic College Dean's Office. Once the decision has been made, it is final and may not be appealed.

Withdrawal from the course is required and will be completed by the student, using Banner Self-Service Registration, before this petition is filed.

Instructions:

- Withdraw from the course(s).
- Complete form and sign.
- Obtain advisor signature.
- Submit completed form with supporting documentation to Dean.

Please print legibly: Mr. Mrs. Ms.

Family Name First Middle Student ID/CWID

Number and street Email

City State Zip Code

Daytime telephone (area code first) Major department Degree Program

Classification: Full-time Part-time
Status: Currently enrolled Not currently enrolled

I petition for the **waiver** of tuition for the following course(s) from which I withdrew after the **add/drop** deadline for a waiver.

Course Number(s)	Credit Hours	Semester of Enrollment	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Form continues on next page

Written documentation is **REQUIRED** to support the following reason selected:

- My academic advisor presented me with incorrect advising instructions, resulting in a need to withdraw from course(s). Include documentation of advising error.
- I was advised by Student Health and Wellness to withdraw due to medical reasons. Include confirmation by Student Health and Wellness.
- A health professional confirms a health related problem prevents my continued enrollment in all classes. Include medical documentation.
- I present a death certificate demonstrating hardship due to death of an immediate family member. **OR** I am required to participate in mandatory military service. Include documentation supporting option.
- Other reasons, documentation attached, demonstrating that I was unable to continue course attendance due to circumstances beyond my control (explain). Missing add/drop deadline is NOT acceptable for this option. Documentation is **REQUIRED**.

I understand that approval of this petition is not automatic, and that a waiver, if approved, may be less than 100%.
Form requires signature. Unsigned forms will be rejected.

Student Signature

Date

Advisor Signature

Date

For College Use Only

Approve partial waiver for request, see below.

1. Course Number _____	Semester _____	Credit Hours _____	Refund _____%
2. Course Number _____	Semester _____	Credit Hours _____	Refund _____%
3. Course Number _____	Semester _____	Credit Hours _____	Refund _____%
4. Course Number _____	Semester _____	Credit Hours _____	Refund _____%

Approve full tuition waiver request.

Print College Dean Name

College Dean Signature

Date

Form requires signature. Unsigned forms will be not be processed on the student's account. Submit approved forms electronically to sa@iit.edu.