Within six (6) months of the end of a semester, students may apply to request consideration of one hundred percent (100%) refund of tuition and fees for that semester when the student has:

(1) withdrawn from or dropped a course AND (This is a separate process and all documentation including any ARC documentation must be attached to this form.

(2) the Registrar has documented and accepted as approved one of the conditions as defined by the state as justification as outlined below.

In order to be considered for a fee adjustment, one of the conditions listed on this form must be met and documented.

Applicable term and year __________________________

Repeat Course Surcharge: ☐ Yes  ☐ No

A. Fill-in identifying course information for which you are requesting consideration of a fee adjustment:

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<th>CRN</th>
<th>Prefix</th>
<th>No.</th>
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B. Check the conditions(s) which apply to this request (any information submitted by the student may be verified by the University contacting the source (third party))

☐ 1. Illness of the student, confirmed by verifiable written documentation from a physician (M.D.), or other certified health professional, of such severity or duration to preclude completion of the course(s).

☐ 2. Death of the student or an immediate family member; i.e. parent, step-parent, grandparent, spouse, child or sibling as confirmed by a death certificate and an obituary clearly indicating the student’s relationship to the deceased.

☐ 3. Involuntary or voluntary, confirmed by military orders, call to active military duty.

☐ 4. University error as confirmed by the appropriate University official in writing on official USF College/department letterhead. Please note that although the University has a mandatory first day attendance policy and faculty may drop them from the rolls and registration for the course, it is the student’s sole responsibility to ensure they are dropped and removed from any registration for the course. A faculty member’s failure to exercise the right to drop a student for failure to attend the first day of class is NOT University error and will not be justification for a refund.

☐ 5. Submission of an explanation letter from the student accompanied by written OBJECTIVE and verifiable documentation supporting the student’s explanation that other exceptional circumstances beyond the control of the student precluded completion of the course(s).

Sign and submit this form with your detailed explanation and supporting documentation to the Office of the Registrar (Tampa) (University of South Florida, Office of the Registrar, SVC 1034, 4202 East Fowler Avenue, Tampa, FL 33620) or the Records and Registration office on any regional campus. Allow a minimum for 10 working days for the decision to reach you by mail or e-mail to your USF-issued e-mail address.

By supplying your USF email address, you permit the Office of the Registrar to send the decision to you via e-mail only.

______________________________  ______________
Signature of Student          Date

FOR OFFICE USE ONLY

[ ] Approved: ________ hours approve for full adjustment: Please note that students who either received or were reimbursed by financial aid (including student loans) should expect the tuition refund to be returned to those aid programs first until they are repaid in full. Students who paid by credit card should contact the Cashier’ Office, ADM 131 for credit/debit card refund and your credit card will be credited. Students who paid by cash/check should contact Refund Cash Accounting, ADM 125, 974-2999 or 974-6053. Refunds will take approximately 5 – 10 business days to process.

[ ] Denied. Reason for denial: