



# FEE ADJUSTMENT REQUEST FORM

Florida Gulf Coast University will approve a refund of 100% of the tuition and fees if a student withdraws or drops a course due to circumstances determined by the University to be exceptional and beyond the control of the student. No fee appeal will be reviewed in the absence of withdrawal from class or classes. Requests for a waiver must meet one of the conditions listed below to be considered. The student must complete the student sections below and return the form to the Office of the Registrar. Notification of the committee's decision will be communicated within three weeks.

\_\_\_\_\_  
University Identification Number

\_\_\_\_\_  
Term and Year of Registration

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State and Zip \_\_\_\_\_

Preferred Telephone No. \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_

**Complete the following:**

- A. Have you already submitted a request for withdrawal or drop/add form for the course(s) below?  
 Yes  No *If No, complete the appropriate form and attach.*  Attached
- B. Have you filed a late withdrawal, a medical withdrawal, or grade appeal request with the appropriate office or college in conjunction with the fee adjustment request?  Yes  No
- C. Have you received financial aid (Loan, Grant, Scholarship, etc.) or Veterans' Educational Benefits for the term?  
 Yes  No

**Check the condition(s) which apply to this request.**

- Repeat Surcharge. Is this appeal only for the repeat surcharge? \_\_\_\_\_ Course(s) and terms taken \_\_\_\_\_
- Illness of such severity/duration that precluded completion of the course(s) as confirmed in writing by a physician.
- Death of the student or an immediate family member (parent, spouse, child, or sibling) that precludes the completion of the course(s) as confirmed by documentation indicating the student's relationship with the deceased. If deceased has different last name, please provide connection documentation.
- Involuntary call to active military duty as confirmed by military orders.
- University error as confirmed in writing by an appropriate University official or by an appropriate official University document.
- Other documented exceptional circumstances beyond the control of the student that precludes completion of the course(s) accompanied by a letter of explanation and supporting documentation.

**List all course information for which fee adjustment is requested.**

Course Reference #	Course Subject Code and #	Hours	Course Reference #	Course Subject Code and #	Hours

**Sign and submit this form with your detailed explanation and documentation to the Office of the Registrar. Corroborating letters or memoranda must be on appropriate letterhead. By signing below you acknowledge your understanding that an approved fee adjustment could negatively impact your financial aid and that the decision of the committee is final.**

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

\_\_\_\_\_  
Date

- Disapprove
- Approve
- More Documentation

**Office Use Only**

- Registration
- Financial Aid
- Bursar
- Student Rep.
- Student Affairs

Committee Signatures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

**Entered in Banner** \_\_\_\_\_