



Office of the Controller  
Student Financial Services  
SU80/Room 130  
777 Glades Road  
Boca Raton, FL 33431  
Tel: 561-297-6101  
Fax: 561-297-0683

## FEE PETITION FORM INSTRUCTIONS

The Fee Petition Form contains two sections. The student is responsible for completing Section I. **Please allow approximately (4-6) weeks for processing once submitted.** The final decision will be emailed to the student's FAU email address and alternative email provided within one week from the date of the final decision.

**SECTION I:** The student initiating the petition **must complete this section in full** and provide a complete explanation regarding the circumstances. This should be written on the provided explanation sheet and attached to the Fee Petition Form. Failure to complete items 1-7 in this section may result in a processing delay or a denial of the petition.

**SECTION II:** This section will be completed by The Office of the Controller, Student Financial Services. The final decision will be **emailed to the student's FAU email address and alternative email provided within 4-6 weeks.**

**SUBMISSION:** The petition may be mailed, faxed, or hand delivered to the information shown. Please be advised that **submission of a Fee Petition does not guarantee approval.**

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## FEE PETITION PROCESSING

1. The Fee Petition Form must be submitted **within six months** after the last day of classes for the semester. **No exceptions will be made.**
2. **An Academic Petition must be completed only if a grade has been received prior to submitting a Fee Petition Form (excluding Late Payment Fee Petitions).** Approval of an Academic Petition by the College **will not** automatically grant approval of a fee petition, they are two separate approval processes.
3. Attach relevant documentation, such as a statement from department head, instructor, advisor to support your petition. Documentation must be provided at the time of submission.
4. If disputing a Late Registration Fee or a Repeat Course Surcharge please contact the Registrar's Office at 561-297-3050 for instructions.
5. If the petition is for courses dropped due to **medical reasons or an exceptional circumstance** please visit [www.fau.edu/dean](http://www.fau.edu/dean) for information on an Exceptional Circumstances Withdrawal. **Fee Petitions are not processed for these circumstances.**

Student Appeals Process: If your Fee Petition is denied you may appeal the decision within one week. The appeal must be submitted in writing. You may reply to the denial email received stating that you would like to appeal. The petition will be reviewed by the Fee Petition Appeals Committee which meets once per month. Once reviewed the decision will be sent via email as well. No appeals will be accepted after this timeframe.



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FEE PETITION FORM

The Fee Petition Form must be submitted WITHIN (SIX) MONTHS after the last day of classes for the semester. Students who drop a course(s) or withdraw from the university during the drop/add period may receive a full refund, please allow up to an additional two weeks for processing less non-refundable fees, e.g. transportation access fees. Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc., are not considered circumstances for filing a fee petition.

Section I: (PLEASE TYPE OR PRINT CLEARLY)

- 1. NAME: (LAST NAME) (FIRST NAME) (M.I.) Z #
2. ADDRESS: (STREET) (CITY) (STATE) (ZIP CODE)
3. TELEPHONE NUMBER: ( )
4. SEMESTER: YEAR:
5. FAU EMAIL: ALTERNATE EMAIL:
6. I AM REQUESTING: (Please place an 'X' on the appropriate line.)
a. Late Payment Fee b. Course(s) Dropped after Published Drop/Add Date
7. I AM RECEIVING FINANCIAL AID or VA ASSISTANCE: YES NO

By signing below I understand that my petition will be reviewed according to the university's policies. I affirm that my statement is accurate to the best of my knowledge. Once reviewed, I will receive a decision via email within 4-6 weeks from the date of submission. I understand that if I receive Financial Aid or VA assistance, approval or denial of this fee petition may affect my financial aid or VA status.

(Student's Signature)

(Date)

Section II: (TO BE COMPLETED BY THE CONTROLLER'S OFFICE ONLY)

APPROVED: DENIED:

REMARKS:

AUTHORIZED SIGNATURE: /Fee Petition Supervisor DATE:



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FEE PETITION EXPLANATION SHEET

(Attach to Fee Petition)

Name: \_\_\_\_\_ Z # \_\_\_\_\_
(LAST) (FIRST) (M.I.)

Lined area for writing the fee petition explanation.