

## **GUIDELINES FOR PETITIONING FOR AN EXCEPTION TO THE TUITION POLICIES**

Policies, procedures, deadlines and appropriate charges for dropping/adding courses and withdrawing from the University are outlined in the University of Colorado Denver (UCD) Course Book and this handbook.

### **Section 1: Reasons for Which Exemptions to Policies are Considered**

Petitions for exceptions to established tuition policies will be considered for the following reasons only:

1. Students disability for medical reasons. Written documentation from the treating physician/hospital must accompany the petition and must provide:
  - a. Details regarding the nature and extent of the medical condition.
  - b. Date the medical problem was first diagnosed.
  - c. Date(s) of treatment.
  - d. Date(s) of hospitalization or other confinement, date of release, and date that recuperation period ended.
2. Death in the immediate family. Documentation of the death must accompany the petition as well as a statement from the student explaining how the death affected his/her ability to complete the school term.
3. Changes in hours or location of employment, which are beyond the student's control and prevent the student from attending the classes for which he/she is registered (student must drop course work within 5 days of notification of change in hours, or location of employment). A letter from the student's employer, written on company letterhead, must accompany the petition. The letter must include the following information:
  - a. Reasons for and date of the change in work schedule.
  - b. The student's work hours prior to the change and the work hours resulting from the change.
  - c. Reasons for the change on the student work location, new work location and date of the change in work location.

### **Section 2: Reasons for Which Exceptions to Policies are not Considered**

Petitions for exceptions to the tuition policies will not be considered for any of the following reasons:

- A. Obtaining new employment; changes in hours/location of employment which are not beyond the student's control.
- B. Loss of employment
- C. Failure to comply with drop/add, withdrawal and registration policies and deadlines as published in the UCD Course Book even if the student has not attended classes (except for reasons listed in Section I above)
- D. Failure to file faculty/staff waiver by the published deadline.
- E. Failure to obtain change in residency classification by the beginning of the term. Residency petitions must be completed before the beginning of the term.
- F. Failure to adhere to wait-list procedure.

### **Section 3: Filing the Petition for Exceptions to Policies**

- A. Petitions for exception to the tuition policies must be filed within three months of the end of the term for which the exception is requested.
- B. Petitions for must be made in writing. Petitions that are not accompanied by all required documentation will not be considered.
- C. Students should make a copy of their petition before submitting it for review.

Deliver or mail petitions to: Office of Student Affairs & Diversity

Attn: Tuition Appeals Committee  
University of Colorado Denver  
College of Nursing, C-288-6  
Education II North  
PO Box 6511  
13120 East 19<sup>th</sup> Avenue  
Aurora, CO 80045

Your petition will be reviewed by the College of Nursing Tuition Appeals Committee. You will receive notification of the outcome of your petition. If your petition is approved, your account will be adjusted accordingly, and any refund will be forthcoming from the Bursar's Office.

**UNIVERSITY OF COLORADO DENVER  
COLLEGE OF NURSING  
TUITION PETITION FORM**

Please read the Guidelines for Petitioning For An Exception To The Tuition Policies before completing. Use a typewriter or print with a ball-point pen.

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

This petition is for \_\_\_\_\_, 20\_\_\_\_\_  
Term Year

Course Name, Number, Section and Credit Hours \_\_\_\_\_

I have read the **Guidelines For Petitioning For An Exception To The Tuition Policies**. I believe I qualify for an exception to the tuition policies for the following reasons (please use additional page if needed):

**Please attach all required documentation**

I \_\_\_did \_\_\_ did not apply for and receive financial aid for the term to which the petition applies. (If you did receive financial aid for the term, any tuition adjustment will be returned to the Office of Financial Aid, not to you directly.)

\_\_\_\_\_  
**Student's Signature** **Date**

**Approved**     **Disapproved** \_\_\_\_\_  
**Tuition Petition Committee Signatures**    **Date**

**Comments:** \_\_\_\_\_