

Drop Fee Appeal

Please use black or blue ink, NO PENCIL.

Student ID Number

Phone Number

Last Name

First Name

MI

Official UA Email Address



Registration and Transcripts

Administration Building, Room 210
PO Box 210066, Tucson, AZ 85721-0066
Phone: 520-621-3113

Email: REG-reghelp@email.arizona.edu
Website: <http://www.registrar.arizona.edu>

Drop Fee: The \$25.00 late drop fee is charged to undergraduate students for **each** student-initiated drop and for **each** administrative drop beginning the second week and continuing through the last day of classes for Fall and Spring semesters. The deadline to file a Drop Fee Appeal is the last day of class for the current term.

Exceptions to the \$25 Late Drop Fee:

- Section Changes
- Department Drops
- Summer and Winter courses
- Courses with non-standard start and end dates (dynamically dated)
- Complete withdrawals from the University

Reason For Appeal:

- Medical emergency preventing dropping of course
 Death in the family

- Legal Issues
 Other _____

Explain in detail the reason for requesting a refund. Attach medical, legal, or other documentation that supports your request.

I certify that all information supplied by me in this form is correct and complete. I understand that any misrepresentation or falsification is sufficient cause for denial.

Student Signature: _____ **Date:** _____

For Registrar Office Use Only

Date: _____ Reviewed By: _____ Approved: _____ Denied: _____

Comments: