

UFID \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street address \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Note:** Students are charged a repeat course fee pursuant to state statute 1009.285. Students can petition for an exception for a previous drop or failed attempt due to extenuating circumstances only once for each course. Students can also petition to waive this fee because of financial hardship.

**Instructions** – All of the following petition materials must be provided at the time of submission. Incomplete petitions will not be accepted.

- Attach personal statement, which will only be reviewed if it is **one page, double spaced and 12 pt. font.**
- Personal statement should explain extenuating circumstances and focus on pertinent issues.
- Supporting documentation must be submitted to substantiate the claims in your statement.
- **Petitions for refunds** should be submitted within six months from the close of the petitioned term.
- Students should keep a copy of all submitted petition materials for resubmission if necessary.
- Petitions must be monitored online at <https://one.ufl.edu/> to see decision or request for additional documentation. Click Student Self Service > My Record > Petition Status.

List the terms that are involved in this petition. (E.g. Summer C 2014, Fall 2012, etc.)

**List petitioned terms:** \_\_\_\_\_

List your requested actions and the courses involved.

**List requested actions & courses:**

I, the undersigned, hereby declare that I understand and agree to the information listed on this document. I certify that the information submitted for this petition is true and accurate to the best of my knowledge.

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

**BELOW IS FOR COMMITTEE USE ONLY**

Committee Action: Approved  Denied  Deferred

Notes/Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_