

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 claim(s) in your statement.
- **Petitions for refunds** should be submitted within 6 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.

Please list the term(s) that are involved in this petition. (E.g. Summer C 2014, Fall 2012, etc.)

List petitioned term(s): _____

Please list your requested action(s) and the course(s) involved.

List requested action(s) & course(s): _____

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: _____