



EMPL ID: _____ Name: _____ Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/>
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FINANCIAL AID & BURSAR LIABILITY

Before submitting a petition to the **Committee on Course and Standing** or **Committee on Graduate Admissions and Standards** students who receive financial aid are required to visit a Financial Aid Representative (West Quad) TAP representative (214 West Quad), and the Office of the Bursar (220 West Quad) for consultation on the financial consequences of their petition. **Please keep in mind**, this form can only be used for withdrawals from a previous semester.

Please be advised that W grades incur 100% tuition liability and may affect financial aid for semesters other than the one in which you are petitioning. All outstanding tuition balances resulting from a petition are due immediately. A Bursar stop will be placed on your record preventing you from any further registration and/or obtaining transcripts. There are no payment plans available.

To be completed by the student:

Due to my petition to obtain **Retroactive W** grades for the _____ semester

To be completed by the above offices:

_____ The students Federal Financial Aid will/ or will not be affected for _____ semester(s)
 _____ The students TAP award eligibility will/ or will not be affected for the _____ semester(s)
 _____ The student will be liable for \$ _____
 _____ The student will owe \$ _____ due to the _____ semester courses being retroactively added.
 _____ Other _____

Department Course Number Number of Credits

Department	Course Number	Number of Credits

_____ Financial Aid Advisor (WQ)

_____ TAP Coordinator (WQ rm214)

_____ Bursar Representative (WQ)

I understand that by signing this document I am fully aware of the financial & bursar liability process. By signing below, I agree to the terms and conditions listed above.

_____ Student Signature

