



### STUDENT FINANCIAL PETITION

Use this form to request the reversal of a tuition charge. Golden Gate University (GGU) will only reverse a charge if you present evidence of a serious and unexpected circumstance beyond your control which prevented you from attending a course or paying its tuition. You must attach documentation verifying this circumstance, such as a letter from a physician with a license number. (Such letters need not provide any details beyond dates of treatment and expected recovery.) This documentation becomes the property of GGU and will not be returned. The petition and all of its information will remain confidential, and only be seen by members of the Committee on Student Financial Petitions, which is composed of representatives from the offices of Academic Affairs, Admissions & Student Affairs, Records & Registration, and Student Financial Services. If the committee needs to approach other members of the university to investigate or verify the claims made in the petition, it will first obtain your permission.

**The committee will consider your petition ONLY if you meet the following 4 conditions: 1) A petition letter is included; 2) You have dropped the course or received a "W" grade; 3) Supporting documentation is sufficient and 4) We receive this petition within 90 calendar days of the last day of the course.**

Submit petition to:  
Golden Gate University  
Committee on Student Financial Petitions  
Office of Student Accounting Services  
536 Mission St.  
San Francisco, CA 94105-2968

Or fax it to:  
(415) 442-7819

Questions? Call the Committee Coordinator: (415) 442-6544

Class for which you want the tuition charge reversed:

Term (e.g. 05/FA): \_\_\_\_\_ Number (e.g. MGT 300): \_\_\_\_\_ Campus Location: \_\_\_\_\_

Were you a financial aid recipient for this term?  Yes  No

If you checked "Yes", contact GGU's Financial Aid Office at (415) 442-7270 **before** submitting this petition. If this petition is approved, you may need to return all or part of the term's financial aid.

GGU ID Number: \_\_\_\_\_  Mr.  Ms. \_\_\_\_\_  
(check one) last first middle

E-mail Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
street city state zip

Attach both:

- 1) A sheet on which you explain the extenuating circumstance (typed or legibly printed, and including only relevant details);
- 2) Verifying documentation.

The University will respond to all petitions in writing. You should allow a minimum of 30 working days to hear from the Committee after your submission. The decision of the committee is final and binding. Appeals will only be heard if they include information and/or documentation not included in the original petition.

Should your petition be approved, indicate whether you want the tuition credit to:

- Stay on your GGU account to apply towards future registrations
- Be refunded to you.
  - ✓ If you paid by check, you must attach a copy of the cancelled check.
  - ✓ If you paid by credit card, the refund will be credited towards that card.

If you have a documented disability (as defined by the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973) contact GGU's Disabilities Services Coordinator in the Office of Admissions & Student Affairs at (415) 442-7863. The Coordinator will assist you in registering for classes in the future.

Your signature below indicates that you have read and understand the information on this form and confirm that your petition is true and accurate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GGU USE ONLY**  
 Approve  Deny Date: \_\_\_\_\_ Initials of committee members: \_\_\_\_\_  
If approved, initials of adjuster: \_\_\_\_\_ Adjustment amount: \$ \_\_\_\_\_ Adjusting Invoice \_\_\_\_\_ Date: \_\_\_\_\_