



**FINANCIAL PETITION**

Student's Name (*Please print*) \_\_\_\_\_ GGU ID# or SS# \_\_\_\_\_

e-mail address: (*Please print clearly*) \_\_\_\_\_

Address: \_\_\_\_\_  
City, State & Zip Code \_\_\_\_\_

Home Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_ Daytime Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

Term: 20\_\_\_\_  Fall  Spring  Summer

Academic Program:

- JD - Doctor of Jurisprudence                       LLM in Environmental Law                       LLM in Intellectual Property
- LLM in International Legal Studies               LLM in Taxation                                       LLM in U.S. Legal Studies
- SJD in International Legal Studies

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

1. Golden Gate University School of Law will consider financial petitions from students who have encountered unexpected and serious circumstances that have prevented them from completing a course or courses for which they have registered and been charged tuition and from which they have withdrawn. All petitions **must** be supported by detailed documentation of all facts and circumstances (e.g., medical documentation, letter from instructor, etc.) as to why the student feels an exception to the withdrawal tuition credit policy should be made.
2. All petitions must be submitted in writing, either in hard copy or via e-mail, to the Law School Financial Petitions Committee no later than 90 days after the last day of the term in which the course(s) was dropped. Attach your written petition and any supporting documentation to this form. Petitions that are submitted via e-mail must include the information at the top of this form in the message.
3. The Law School Petitions Committee will respond to all petitions in writing, typically within 30 working days. If your petition is approved and any adjustment to your tuition charges results in a credit balance on your account, the University will apply this credit balance toward future tuition charges within the next twelve-month period. **Credit balances resulting from financial petitions are not refunded to the student, except in rare cases where circumstances warrant a refund. Credit balances are generally kept on account to pay for future registration charges.**
4. If you are a financial aid recipient and your financial petition is approved, credit balances typically are returned back to the appropriate financial aid program or lender. If your financial petition is denied and your financial aid is returned and you owe a balance, you will need to make payment arrangements with the University's Student Accounting Services to pay them in-full to avoid having a delinquent account hold placed on your records.

Submit petitions to: Law School Registrar  
Golden Gate University  
536 Mission Street  
San Francisco, CA 94105

Or fax to: 415-495-6756  
Or e-mail to: lawreg@ggu.edu