GOLDEN GATE UNIVERSITY

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| Title: | Financial Petition |
| Date: | 2012 University Catalog |
| Submitted by: | Financial Aid |
| Approved by (if relevant): | |
| Public or log-in required: | |

**Financial Petition**

**If a student is confronted with an unexpected and serious circumstance that requires withdrawal from courses, the student may petition the Financial Petition Committee to reverse a portion of tuition charges. The petition should explain in detail the circumstances, the correlation between these circumstances and the need to withdraw from the course(s), and what actions the student has taken to resolve or prevent such an event from occurring in subsequent terms. In addition, the student must provide any relevant third-party documentation. The university will not consider petitions that are undocumented or that are based upon pre-existing conditions. All petitions must be submitted to the Office of Student Accounting Services no later than 90 days after the last day of the term in which the course(s) was dropped.**

**The university will respond to all petitions in writing. Students should allow a minimum of 30 working days to receive a response. If the petition is approved and any adjustments to tuition result in a credit balance on the account, the university will apply this credit balance toward future tuition charges within the next 12-month period. Credit balances for financial aid recipients are typically returned to the appropriate financial aid program or lender.**