



## GUIDELINES FOR TUITION FORFEITURES

Tuition forfeitures are fees that are charged when you make changes to your schedule. You are charged one half of the tuition reduction (50% forfeiture) for classes dropped from the 8<sup>th</sup> through the 30<sup>th</sup> calendar day of the quarter during Autumn, Winter and Spring quarters or from the 8<sup>th</sup> to the 21<sup>st</sup> calendar day of Summer quarter. If you drop below full-time, you will be charged the tuition rate for the number of credits that you are taking, plus one half of the difference between full time tuition and your new rate. For changes made on the 31<sup>st</sup> day or later, you will be charged 100% of the tuition amount.

RCW 28B.15.600

Guidelines	Qualifications	Documentation Required
<b>A. Disability</b>	Illness of the student of such severity or duration that completion of the quarter is precluded.	Health Provider Verification form. The form can be found at the following website: <a href="http://www.washington.edu/students/sfs/list_forms.html">http://www.washington.edu/students/sfs/list_forms.html</a> or in Schmitz Hall room 129.
<b>B. Call to active U.S. military duty</b>	Call to active military duty after the 7 <sup>th</sup> calendar day of the quarter.	Military orders showing the effective date of deployment.
<b>C. New Student</b>	Only the first quarter of attendance at the UW.	A completed tuition forfeiture petition form.
<b>D. Death</b>	Death of the student or member of the immediate family (parent, spouse/ domestic partner, child, sibling).	Death certificate, obituary notice or news clipping naming student as relative of the deceased.
<b>E. University Error</b>	Student advised incorrectly by representative of the UW.	Written statement (on official letterhead) or email from the University department explaining how the University of Washington was in error.