



PETITION FOR TUITION ADJUSTMENT

PLEASE INCLUDE ALL DOCUMENTATION TO SUPPORT YOUR REQUEST, IF IT IS NOT INCLUDED, YOUR PETITION WILL BE RETURNED TO YOU.

TO: Variance Committee
c/o Cheryl Styczynski, Director, Student Accounting. Fisher Building #40

STUDENT NAME _____

STUDENT ADDRESS _____

STUDENT PHONE# _____

STUDENT ID# _____

TERM AND YEAR FOR REQUEST _____

COURSE NAME (S) _____

REASON FOR REFUND REQUEST OR CHARGES TO BE DROPPED

Signature of Student: _____ **Date:** _____

OPTIONAL COMMENTS BY COLLEGE OFFICE/ADVISOR

Authorized Signature: _____ **Date** _____

INSTRUCTIONS FOR FILING A PETITION FOR TUITION ADJUSTMENT

1. You must withdraw from class. The Variance Committee will not review petition until the student has withdrawn from class. To withdraw, you must do the following:
 - *Contact the college office of the program in which you are enrolled and obtain a *Change in Registration or Change of Grade* form to drop your class.
2. Obtain a *Petition for Tuition Adjustment* from the Student Accounting Office. This can be done in person, or via www.udmercy.edu. Type in "tuition adjustment" and click "go" in the search field. This will take you directly to the Tuition Adjustment form that you can print and send or fax to the SAO.
3. Be sure to include the following in your petition:
 - *Student Name
 - *Student Address, Phone, and Student ID Number
 - *Term and Year
 - *Course or courses that you are seeking an adjustment in
4. Write a complete explanation of your request, include all documentation that will support your petition. Examples of reasonable requests include: medical disability, unexpected change in employment, or other situations beyond your control.
5. Include all documentation from a third party with your request. Some examples may include:
 - *A letter from your doctor indicating the time period you were unable to attend school.
 - *A letter from your employer documenting the date the unexpected change occurred.
 - *A recommendation from an official office of UDM is necessary for students whose reasons fall into "*Other Situations Beyond the Control of the Student*"
6. Submit your *Petition for Tuition Adjustment* to:
 - Cheryl Styczynski
 - Director, Student Accounting Office
 - University of Detroit Mercy
 - 4001 W. McNichols
 - Detroit MI 48221/ or

Fax# 313-993-1414