

## PROCESS FOR FILING A PETITION FOR TUITION ADJUSTMENT

1. You must withdraw from the class. The Variance Committee will not review a petition until the student has withdrawn from class. **In order to be considered for a tuition variance, your request must be made within one year of withdrawal from the course.** To withdraw you must do the following:
  - ❖ Contact the College Office of the program in which you were enrolled and obtain a **Change in Registration or Change of Grade** form to drop your class.
2. Obtain a **Petition for Tuition Adjustment** form from the Student Accounting Office (SAO). This can be done in person, by emailing [studentaccounts@udmercy.edu](mailto:studentaccounts@udmercy.edu) or via [www.udmercy.edu](http://www.udmercy.edu). Type in "tuition adjustment: and click "go" in the search field. This will take you directly to the Petition for Tuition Adjustment form.
3. Be sure to include the following in your petition:
  - ❖ Student Name
  - ❖ Student Address, Phone Number 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.** Attach additional pages of paper if necessary. Examples of reasonable requests include: medical disability, unexpected employment changes or other situations beyond the control of the student.
5. Include all documentation from a third party with your request. Some examples may include:
  - ❖ A letter from your Doctor indicating the period you were not able 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 the "*Other Situations beyond the Control of the Student.*"
6. Submit the **Petition for Tuition Adjustment** as follows:

Email the Petition for Tuition Adjustment form and supporting documents to:

The Variance Committee email: [variance@udmercy.edu](mailto:variance@udmercy.edu)

Or mail this form and supporting documents to:

**University of Detroit Mercy  
Attn: Student Accounting Office  
4001 West McNichols Road  
Detroit, MI 48221-3038**

You may expect a response from the Variance Committee within 30 days from the date your information is received by the Student Accounting Office.



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**PETITION FOR TUITION ADJUSTMENT**

**PLEASE INCLUDE ALL DOCUMENTATION TO SUPPORT THIS REQUEST (INCLUDING 3<sup>RD</sup> PARTY DOCUMENTATION). FAILURE TO DO SO WILL RESULT IN YOUR PETITION BEING RETURNED TO YOU.**

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: \_\_\_\_\_