

Repeat Course Surcharge Adjustment Waiver Request

In keeping with Florida Statute 1009.285 and BOT Regulation 7.001 (11) for fees associated with the third attempt of an undergraduate course, using this form, you may apply for consideration of a refund of the Repeat Course Surcharge (RCS) fee **only once for each class, within six months of the end of the application term.** You must meet one or more of the approved State defined conditions below.

NOTE: This is a separate process from the ARC petition.

Name _____ USFID Number _____

Address _____ Phone _____

City/State/ZIP _____ Home Campus _____

Term Summer Fall Spring Year _____

Have you filed a Repeat Course Surcharge in the past?

Yes No

Identify the repeat course for which you are requesting an adjustment:

CRN	Subject	Number	Section	Credit Hours
<i>Ex: 82189</i>	<i>ENC</i>	<i>1101</i>	<i>081</i>	<i>3</i>

Select the condition(s) that applied to previous attempts of the course listed above:

- Student illness of such severity or duration that precludes course completion; supply confirmation on letterhead from your medical provider OR an ARC Medical Form completed by your medical provider.
- Death of student or an immediate family member (parent, spouse, child, sibling, or grandparent) confirmed by documentation indicating the student's relationship to the deceased; supply obituary or death certificates.
- Active military duty or return from active duty confirmed by military orders.
- USF System error confirmed in writing by an appropriate USF System official or by appropriate official USF System documents.
- Due to reasons of financial hardship; the criteria used for determining financial hardships includes, but is not limited to, qualification for federal need-based financial aid. Other documented financial hardships may also be submitted for consideration (i.e. tax transcripts).
- Course repeated as a requirement of a major; exceptions to this section are for individualized study, elective coursework, courses that are repeated as a requirement of a major, and courses that are intended to continue over multiple semesters, EXCLUDING the repeat of coursework more than two times to increase grade point average or to meet minimum course grade requirements.
- Other documented exceptional circumstances beyond the control of the student accompanied by letter of explanation and appropriate documentation to support claim.

Sign and **submit this form with written explanation and supporting documentation** to the Office of the Registrar at aa-far@usf.edu.

Student Signature _____

Date _____

PLEASE NOTE: This process can take up to 30 days from the date of submission for the committee's decision and processing of the paperwork to be completed. You will be notified of the decision via USF email.

FOR OFFICE USE ONLY:

Decision: Approved Denied