



# One-Stop Financial Services

5151 State University Drive  
Student Services Building #2380  
Los Angeles, CA 90032  
Phone (323) 343-3630 | Fax (323) 343-6491

## PETITION FOR REVERSAL OF TUITION AND FEES

It is the student’s responsibility to follow the established campus procedures and published refund deadlines as related to dropping or withdrawing from classes. This purpose of this petition is to allow students to request the reversal of tuition and fees charges for dropped or withdrawn classes, due to an emergency event or University error, after a refund deadline.

### Requirements:

1. The drop or withdrawal must be reflected in the student account for this request to be considered.
2. Documentation to support your claim is required.
3. The charge(s) you are disputing must be for Tuition and/or Campus Mandatory Fees.

Please allow approximately 2 weeks for processing after submission of petition and required supporting documents. You will be notified of the decision by email.

**Please note:** This petition must be submitted within the same academic year as the term for which you are requesting charge reversal.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Campus ID Number (CIN)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

### BILLING DETAILS:

#### TERM(s):

- Summer    Fall    Winter    Spring

#### ACADEMIC YEAR:

\_\_\_\_\_  
Petition must be submitted within the same academic year.

### REASON FOR REQUEST:

- Campus Variation – I have attached a signed verification or memorandum from a University department, faculty, or staff stating that false information was provided, resulting in failure to meet a refund deadline.
- Other – I understand that the California Code of Regulations/Title V restricts the credit of tuition and mandatory fees to the deadlines as published by the University. However, I have attached a written statement or included a brief description below for special consideration. I have also included supporting documentation.
- \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### OFFICE USE ONLY

- Approved    Denied    Pending

Comments: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date