



Financial Services  
Cashier's Office, Admin Bldg  
200 Maritime Academy Dr  
Vallejo, CA 94590

## PETITION for WAIVER of FINANCIAL REGULATIONS

### Instructions and Important Information

- Return the completed petition to the Cashier's Office in the Admin Building.
- Students should review the refund policy and guidelines posted on the Financial Services website.
- The Registration Appeals Committee meets once a month. You will be notified via email of the Committee's decision regarding your petition.
- Petition for special circumstances may be reviewed for up to one year from the semester identified in the petition.

### A. TO BE COMPLETED BY STUDENT

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_  
Last First MI  
EMAIL \_\_\_\_\_ ☐ Fall ☐ Spring ☐ Summer \_\_\_\_\_  
ADDRESS \_\_\_\_\_ Year  
PHONE \_\_\_\_\_ / \_\_\_\_\_  
FINANCIAL AID RECIPIENT ☐ Y ☐ N

I request that the Registration Appeals Committee consider my petition for the following:

☐ Refund of Tuition and Fees ☐ Refund of Course Fees  
☐ Billing Correction ☐ Other (specify) \_\_\_\_\_

Please state clearly the reason for your request and justification for this petition: (If additional space is needed, you may use an attachment and provide related supporting documentations.)

I have understand and read the refund policy and affirm, to the best of my knowledge, that the statements provided are true.

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

REGISTRATION APPEALS COMMITTEE DECISION ☐ APPROVED ☐ DENIED ☐ NO ACTION REQUIRED

COMMENT \_\_\_\_\_

NAME \_\_\_\_\_ Signature : \_\_\_\_\_

Registration Appeals Committee Representative

Date : \_\_\_\_\_