

Important Information Regarding Your Fee Petition

Your petition may be approved for:

- A sudden illness, accident, injury or situation that influenced the student's class schedule. Generally, petitions for chronic illnesses are not approved.
- Call to military service or jury duty.
- Substantiated circumstances involving University error where a student in good faith relied on information provided by a named University official and was consequently misled or mistaken.
- An unexpected job loss or financial change in circumstances.

*Documentation must be provided to confirm the above mentioned changes to your circumstances for this semester. All documentation is considered confidential and will not be shared with other departments at the University. Documentation will not be returned to the student and will be destroyed after five years.

Frequently Asked Questions:

- **I did not know I had a bill. Am I responsible for my late payment fee?**
 - Your e-bill is available 24/7 on Enroll and Pay. The Bursar's Office e-mails students on the 21st of the month when their bill becomes available. It is the student's responsibility to check their account each month for charges due on the 15th. **You are responsible for paying the late payment fee.**
- **My financial aid posted to my account after my bill's due date. Am I responsible for my late payment fee?**
 - Students must submit all required information and paperwork to the Financial Aid Office by the posted priority deadline to avoid late posting of financial aid. **You are responsible for paying the late payment fee.**
- **My outside scholarship did not arrive by my bill's due date. Am I responsible for my late payment fee?**
 - Students may submit documentation of an outside Scholarship to the Financial Aid Office prior to the first due date of the semester to avoid late payment fees. **You are responsible for paying the late payment fee.**
- **I am unable to pay the full balance by the due date. Will the University allow partial payments and not charge late payment fees?**
 - All KU payment plans should be arranged through Tuition Management Services prior to the first bill's due date. If you do not make prior arrangements, **you will be responsible for paying late payment fees** for not paying your balance in full.
- **I made changes to my schedule and want to wait until a new bill generated. Am I responsible for my late payment fee?**
 - Accounts not paid in full by the posted due date will be charged a late payment fee. **If you choose not to pay your account, you are opting to pay the additional fee.**
- **I want to trade a course I am currently enrolled in with a different course. Is there a financial penalty for this?**
 - You may swap one course for another class by adding and dropping them on the same day. If you drop a course without replacing it with another class during the same refund period, **you will be assessed part or all of the tuition and fees associated with that course according to the Academic Calendar.**

Return to: Office of the University Registrar
151 Strong Hall, 1450 Jayhawk Blvd.
Lawrence, KS 66049
Fax: 785-864-3900
E-mail: assessment@ku.edu

Petition for Fee Reassessment

Name: _____ Student ID: _____

Semester (Term, Year): _____ Type: Late Payment
 Late Enrollment

Address: _____

 Tuition Refund
 Reactivation

E-Mail: _____ Phone: _____

Year in School: Freshman Sophomore Junior Senior Graduate Non-Degree Seeking

I have attached documentation that supports the following:

- I suffered a sudden illness, accident, injury, or situation that influenced my class schedule. (Generally, petitions for chronic illnesses are not approved.)
- I was called to military service or jury duty.
- I have been recently laid-off or have experienced a sudden change in my economic status.
- I have a substantiated circumstance involving University error where I in good faith relied on information provided by a named University official and was consequently misled.
- I do not meet the above guidelines and would like special consideration for an exception to the University tuition and fee refund policy.

Explanation: _____

I certify that the information given on this petition is accurate and complete and that all documents attached hereto are true and unaltered copies of the originals requested. I understand that falsified information can result in financial obligation to, and dismissal from, the University of Kansas and that making false writing is a felony under Kansas Law (K.S.A. 21-3711).

Student Signature _____ Date _____