

Subscription Withdrawal and/or Change of Withdrawal Date Petition

*This form may be used to petition for a withdrawal and/or tuition
reimbursement for ALL classes in a subscription.*

Petitions must be filed no later than two years from the last day of the subscription being petitioned.

Tuition reimbursement is decided by a committee of University Administrators.

Write the Subscription Start and End Date you wish to petition: _____ - _____

Name, _____,
First Last MI

Student ID#: _____ Undergraduate Graduate

Phone Number: (_____) _____, Email: _____@NAU.EDU

Withdraw and Reimbursement - An approved withdrawal will only affect your grades. An approved reimbursement will affect your finances. If you would like both, please ensure to mark both boxes below. If you are withdrawing from all of your courses prior to the subscription withdraw deadline (Day 11 – Day 110), you must also complete the step of withdrawing from your subscription in your PL Dashboard. You must provide specific reasons why your petition should be approved. Please return this form, and supporting documents, to the Registrar's Office or submit via email to EnrollmentPetitions@nau.edu.

I am petitioning to withdraw from all my courses after the subscription [deadline](#) (After day 110).

I am requesting a reimbursement for all my courses in a subscription after the subscription [deadline](#).

Petition Requirements

1. Choose one: 1) Medical 2) Personal 3) Non-Attendance 4) NAU Error

Fill out the checklist on the back side of this page to complete your petition.

Graduate Students: If it is after the last day to withdraw from the session, please turn in all paperwork and supporting documentation to the Graduate College at GradSuccess@nau.edu.

Acknowledgments

I have completed this form, selected reason # _____ on the back page, completed the checkboxes, and attached the necessary paperwork. In addition to completing this form, **I have also submitted my subscription term withdrawal request via my Personalized Learning Dashboard (required)**. If you participated more than 50% of the subscription your petition will likely be denied. Turning in this form and documents will not guarantee a subscription reimbursement and may negatively affect my financial aid.

Student Signature _____ Date: _____

Registrar's Use ONLY

Approve Deny

Processed by: _____ Date: _____ Notified: _____

Documentation Requirements to Withdraw after the Withdraw Deadline and/or for Subscription Reimbursement

Please select one reason below and complete the checklist. When all boxes are checked, sign the front of this document and submit this form with your additional paperwork and documentation to the Registrar's Office from your NAU email account to EnrollmentPetitions@nau.edu.

Submission without ALL documentation will result in the denial of the petition.

Police reports, divorce decrees, legal paperwork, file notes, medical receipts, or copies of prescriptions are not sufficient documentation.

<u>1. MEDICAL ISSUE</u>	<u>2. PERSONAL ISSUE</u>
<p>Medical issues that merit a petition:</p> <ul style="list-style-type: none"><input type="checkbox"/> Physical or psychological medical difficulty<input type="checkbox"/> Family medical difficulty <p>Required documentation: A signed and dated letter on official letterhead from your (or your family member's) attending health care provider, counselor, or licensed practitioner, which specifies the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> The date of onset of illness or accident<input type="checkbox"/> The dates you (or your family member) were under professional care<input type="checkbox"/> The general nature of the medical condition<input type="checkbox"/> How it prevented you from completing your course work and following normal university policies and procedure. <p>Write a personal statement and include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.<input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.	<p>Personal issues that merit a petition:</p> <ul style="list-style-type: none"><input type="checkbox"/> Legal issue (this does not include illegal activity that you were involved in)<input type="checkbox"/> Accident<input type="checkbox"/> Loss of employment due to forced layoff<input type="checkbox"/> Military deployment<input type="checkbox"/> Death of a family member <p>Required documentation: A signed and dated letter on official letterhead from an appropriate official such as attorney, law enforcement agent, court official, or other appropriate source, which specifies the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> The date of incident<input type="checkbox"/> The dates you (or your family member) were affected by the incident<input type="checkbox"/> The general nature of the incident<input type="checkbox"/> How it prevented you from completing your course work and following normal university policies and procedures <p>Write a personal statement and include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.<input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted. <p>Required documentation for death of family member:</p> <ul style="list-style-type: none"><input type="checkbox"/> In your personal statement, you must indicate your relationship to the decedent. If the death occurred outside the subscription, you must also complete the steps under Required Documentation above.<input type="checkbox"/> A copy of death certificate, obituary, or memorial service program verifying date of death within the requested subscription.
<p><u>3. NON-ATTENDANCE (Zero class participation)</u></p> <p>Non-attendance definition: A student never having logged into the class; never having attended a single class or having participated in any way (i.e. no record of turning in an assignment, taking a quiz, etc.).</p> <p>Required documentation for non-attendance: From each class being petitioned- an email or memo on NAU letterhead from the instructor stating the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Class, subscription, name of student, and statement that the student never attended the class (as defined above). <p>Write a personal statement and include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.<input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.	<p><u>4. NAU Error</u></p> <p>Required documentation:</p> <ul style="list-style-type: none"><input type="checkbox"/> An email or memo on letterhead from the person/department owning the error must be attached to the form for consideration. <p>Write a personal statement and include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.<input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY

The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances are some examples of what **will not** be considered for petitions:

- Financial issue (**Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time**).
- Academic difficulty (failing grades and/or desire to clean-up academic record).
- Change in major or career goals.
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control.