Office of the Registrar
PO Box 4103, Flagstaff, AZ 86011
Phone: 928-523-5490 ♦ Fax: 928-523-1414
EnrollmentPetitions@nau.edu

Term Withdrawal and/or Reimbursement Petition

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

Tuition reimbursement is decided by a committee of University Administrators.

Write the Term and Year you wish to petition: (ex. Spring 2019) _____

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

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 prior to the single course withdrawal deadline you may drop your courses in LOUIE. 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 session deadline.

☐ I am requesting a reimbursement for all my courses in a session after the session 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.

International Students

As an F-1 or J-1 International student, I have met with an International Student Advisor and understand that my withdrawal may result in the termination of my immigration status, subject to immigration regulations. I may be required to depart from the United States within 15 days following the authorized withdrawal date as indicated below, in which the international student advisor will enter the information in SEVIS.

International Advisor _____

Signature_____ Date_____

Acknowledgments

☐ I have completed this form, selected reason #__on the back page, completed the checkboxes, and attached the necessary paperwork (If you participated more than 50% of the term your petition will likely be denied). Turning in this form and documents will not guarantee a tuition 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 Tuition 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.*

1. MEDICAL ISSUE

Medical issues that merit a petition:
- ☐ Physical or psychological medical difficulty
- ☐ Family medical difficulty

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:
- ☐ The date of onset of illness or accident
- ☐ The dates you (or your family member) were under professional care
- ☐ The general nature of the medical condition
- ☐ How it prevented you from completing your course work and following normal university policies and procedure.

Write a personal statement and include:
- ☐ Dates congruent with circumstances and timelines in your petition and documentation.
- ☐ Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

2. PERSONAL ISSUE

Personal issues that merit a petition:
- ☐ Legal issue (this does **not** include illegal activity that you were involved in)
- ☐ Accident
- ☐ Loss of employment due to forced layoff
- ☐ Military deployment
- ☐ Death of a family member

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:
- ☐ The date of incident
- ☐ The dates you (or your family member) were affected by the incident
- ☐ The general nature of the incident
- ☐ How it prevented you from completing your course work and following normal university policies and procedures

Write a personal statement and include:
- ☐ Dates congruent with circumstances and timelines in your petition and documentation.
- ☐ Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

Required documentation for death of family member:
- ☐ In your personal statement, you must indicate your relationship to the decedent. If the death occurred outside the term, you must also complete the steps under **Required Documentation** above.
- ☐ A copy of death certificate, obituary, or memorial service program verifying date of death **within the requested term.**

3. NON-ATTENDANCE (Zero class participation)

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.).

Required documentation for non-attendance:
From each class being petitioned- an email or memo on NAU letterhead from the instructor stating the following:
- ☐ Class, term, name of student, and statement that the student never attended the class (as defined above).

Write a personal statement and include:
- ☐ Dates congruent with circumstances and timelines in your petition and documentation.
- ☐ Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

4. NAU Error

Required documentation:
- ☐ An email or memo on letterhead from the person/department owning the error (i.e., a processing error, delay, or miscommunication) must be attached to the form for consideration.

Write a personal statement and include:
- ☐ Dates congruent with circumstances and timelines in your petition and documentation.
- ☐ 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.