



STUDENT REQUEST FOR AN EXCEPTION TO THE COURSE REPEAT FEE

CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Semester: _____ Year: _____ (term in which you want to register)

Telephone No.: _____ Email: _____

I. Which campus are you attending? Ocala Citrus Levy Online

II. Course for which you are requesting an exception (you want to register for):

Course Name	Course #	Section #

Please remember a statement explaining the circumstances of the situation is **REQUIRED**; however, that alone is **not sufficient**. Other supporting documentation must be attached. See page 2 for examples of documentation.

III. In an attached one-page letter, please describe each attempt in **DETAIL** and attach relevant documentation explaining why you were not successful in previous attempts. Also describe the steps you are taking to ensure success if you receive approval to enroll again. If you are seeking transient status, please state which school you are planning to attend and explain the reason for attending the other institution.

IV. Are you claiming financial hardship?
 Yes (If yes, a personal budget **MUST** be attached.) No

V. Are you claiming an extenuating circumstance?
 Yes (If yes, documentation and explanation **MUST** be included in statement.) No

See page 2 for examples of documentation. Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Illness confirmed by a physician. | <input type="checkbox"/> Death or serious illness of an immediate family member. |
| <input type="checkbox"/> Call to military duty. | <input type="checkbox"/> Change initiated by the college. |
| <input type="checkbox"/> College error. | <input type="checkbox"/> Other: please explain below or on an additional page. |

Please submit this application with appropriate documentation to the Enrollment Services Center at your campus.

I certify the above and attached information is true to the best of my knowledge and I have read the information on page 2 of this form.

Student Signature: _____ Date: _____
MM/DD/YY

Office Use Only.

Is the appropriate documentation for the request attached? Yes No

Is this a third attempt (or greater) for this course(s) at CF since 1997? Yes No

Enrollment Services
 Initials: _____ Date: _____
MM/DD/YY

Office of Enrollment Services Use Only.

Approved Denied Supporting Documents: _____

Student Contacted: _____ (date/initials)

Registrar Signature: _____ Date of Decision: _____

Processed by: _____ Date Processed: _____

INFORMATION FOR STUDENTS

Repeat of courses the third time, if allowed, mandates the tuition be at full cost of instruction unless an exception is applied for and approved. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class.

Petitions must be received in the Registrar's Office by the last day to add for the session in which approval is sought.

If you are planning to petition for an exception to the state law that mandates a person pay tuition equal to “full cost of instruction,” you must supply documentation supporting your reason for petitioning for the exception. The following examples may give some assistance as you gather your documentation. **You are expected to write a letter or detailed account of why you are petitioning for the exception AND attach additional supporting documentation.** Without additional supporting documentation, your petition for exception may not be accepted or approved. You will need to build your case using official documents that support your request. (See examples below.)

Financial Hardship (Section IV) (use budget form on page 3)

It is the student's responsibility to document why paying the full cost of instruction would cause financial hardship. Some examples of official documents that may help support your request: last year's tax return; your paycheck stub **and** documentation of your monthly expenses; **or** unique expenses that have created an extreme financial burden **and** documentation of income.

Student Illness or Injury or Death of a Close Family Member (Section V)

If circumstances related to this category have occurred and have prevented you from being successful in a course, you must explain how your performance was adversely affected **and** official documentation must also be attached. Examples of documentation include, but are not limited to: correspondence from a physician, documentation including medical diagnosis, hospital invoices, death certificates, etc.

Call to Military Duty (Section V)

A copy of official military orders must be attached.

Other (Section V)

Other circumstances that have affected your performance **might be** a divorce, loss of a job, legal entanglements, domestic violence, etc. In any such case, official documents or official correspondence from an authority involved in the circumstances **MUST** be included with your petition for exception.

Neither lack of understanding of the course material, nor being slower to learn than was necessary to be successful in the course is considered an extenuating circumstance. State law does not view these situations as extenuating circumstances when allowing for the petition for an exception to paying tuition equal to full cost of instruction. Do not list reasons such as these in your petition.

Personal Budget Spreadsheet

	Total INCOME
	Total EXPENSES
	NET
INCOME	
Wages and Tips	
	Total INCOME
HOME EXPENSES	
Mortgage/Rent	
Home/Rental Insurance	
Electricity	
Gas/Oil	
Water/Sewer/Trash	
Phone	
Cable/Satellite	
Internet	
	Total HOME
TRANSPORTATION	
Vehicle Payments	
Auto Insurance	
Fuel	
Bus/Taxi/Train Fare	
	Total TRANSPORTATION
HEALTH	
Health Insurance	
Doctor/Dentist	
Medicine/Drugs	
	Total HEALTH
DAILY LIVING	
Groceries	
Personal Supplies	
Clothing	
Education/Lessons	
	Total DAILY LIVING
OBLIGATIONS	
Student Loan	
Other Loan	
Credit Card Debt	
Alimony/Child Support	
Federal Taxes	
	Total OBLIGATIONS