COLLEGE of CENTRAL FLORIDA
–an equal opportunity college–

STUDENT REQUEST FOR AN EXCEPTION TO THE COURSE REPEAT FEE

CF ID No.: _____

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

Semester: _____ Year: _____
Year

Telephone No.: _____ **Email:** _____

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

II. Prep course for which you are requesting an exception:
Check all that apply.

☐	College Prep Math	MAT 0057	Section	
☐	College Prep English I	ENC 0015	Section	
☐	College Prep English II	ENC 0025	Section	
☐	College Prep Reading I	REA 0007	Section	
☐	College Prep Reading II	REA 0017	Section	
☐	Other Course Number		Section	
☐	Other Course Number		Section	
☐	Other Course Number		Section	

Please remember a statement explaining the circumstances of the situation is REQUIRED; however, that alone is <u>not sufficient</u>. Other supporting documentation must be attached. See Page 3 for examples of documentation.

III. Describe the effort you were making to succeed in the class (e.g., attendance, assignments, etc.). Use additional page if necessary. _____

IV. Are you claiming financial hardship? ☐ Yes ☐ No
If yes, official documentation and explanation **MUST** be attached. See Page 3 for examples of documentation.

V. Are you claiming an extenuating circumstance? ☐ Yes If yes, documentation and explanation **MUST** be attached. ☐ No
See Page 3 for examples of documentation. Check all that apply.

☐ Illness confirmed by a physician.
☐ Call to military duty.
☐ College error.
☐ Death or serious illness of an immediate family member.
☐ Change initiated by the college.
☐ Other: please explain below or on an additional page.

_____

Please submit this application with appropriate documentation to the Enrollment Services Center, Ocala Campus, Bryant Student Union, Room 102, or Citrus Campus.
I certify the above and attached information is true to the best of my knowledge and I have read the information on Page 3 of this form.

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

Enrollment Services Center 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 Admissions and Records use only:
☐ Approved ☐ Denied Supporting Documents: _____
Registrar Signature: _____ Date of Decision: _____
Processed by: _____ Date Processed: _____

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

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.

Attempt No. 1:

Attempt No. 2:

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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 approved. You will need to build your case using official documents that support your request.** (See examples below.)

Financial Hardship (Section IV)
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 Illness 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.

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