



**Tuition Forfeiture Petition  
Office of Enrollment Services  
Yakima Valley College**

*Please print clearly*

Last Name	First Name, Middle Initial
Student ID Number	Quarter and Year
Phone Number	Email Address

Please read all guidelines on the reverse of this form. You must qualify under one of the listed guidelines for your petition to be considered. Petitions must be received by the Office of Enrollment Services no later than 30 days after the start of the quarter immediately following the quarter being petitioned.

*(Please circle one)*

Guideline student is using for waiver:      **Illness**      **Military Duty**      **Death**      **College Error**

*Please print clearly*

State reason you believe charge should be cancelled (attach additional letter if more space is needed):

I affirm that the above statements are true. I also understand that it is my responsibility to provide the necessary documentation for my petition and that any petition without the necessary documentation will be denied. YVC staff may verify any information provided.

Student Signature	Date
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## Guidelines for Tuition Forfeitures

Tuition forfeitures are fees that are charged when you make changes to your class schedule. Please visit the Important Dates on the YVC website for all tuition refund deadlines. You are charged one half of the tuition reduction (50% forfeiture) for classes dropped after the first week of the term through the end of the third week of the term. You are charged 100% of the tuition amount after the start of the fourth week of the term.

Guidelines	Qualifications	Documentation Required
<b>A. Illness</b>	Illness of the student of such severity or duration that completion of the quarter is precluded. The illness/medical condition must be unidentified at the start of the quarter.	Health Provider verification. The verification must include the illness and date. An admittance form from the Emergency Room is not enough.
<b>B. Call to active U.S. military duty</b>	Call to active military duty after the 5 <sup>th</sup> calendar day of the quarter.	Military orders showing the effective date of deployment.
<b>C. Death</b>	Death of the student or member of the immediate family (parent, spouse/domestic partner, child, sibling).	Death certificate, obituary notice, or news clipping naming student or immediate family member.
<b>D. College Error</b>	Student advised incorrectly by representative of YVC.	Written statement (on official letterhead) or email from the YVC department explaining how YVC was in error.

*For Office Use Only*

<b>Petition:</b>	Granted	Denied	<b>Refund:</b>	None	50%	100%
<b>Category Met:</b>	A	B	C	D	N/A	<b>Reviewed by:</b>
<b>Comments:</b>						