



Office of the Registrar
Petition for Tuition Adjustment

Petition must be submitted within **ONE YEAR** of your registration for the course(s) in order to be considered. Print all information clearly.

Student's Name: _____ Student's ID#: _____

Address: _____
 Street City State Zip

Phone #: (____) _____ Email (Please print): _____

<u>Term</u>	<u>Level</u>	<u>Campus</u>
<input type="checkbox"/> Fall, Year 20 _____	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Chicago
<input type="checkbox"/> Spring, Year 20 _____	<input type="checkbox"/> Graduate	<input type="checkbox"/> Schaumburg
<input type="checkbox"/> Summer, Year 20 _____	<input type="checkbox"/> Doctoral	<input type="checkbox"/> Online
		<input type="checkbox"/> Off Campus

Course Number(s):

Method of Payment: Please check all that apply to the term being petitioned

<input type="checkbox"/> Full Payment	<input type="checkbox"/> Employer Reimbursement (ROOSTR)
<input type="checkbox"/> Extended Payment Plan	<input type="checkbox"/> Direct Billing
<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Roosevelt Employee

Statement and Rationale for Request (Please print or type all information clearly):

(Continue on back page if needed)

 Student's Signature (required) Date

Completed form with all supporting documentation (e.g. Doctor's statement, employer's letter, advisor's or Dean's statement) may be submitted to the Registrar's Office in Wabash Building, Chicago, Rm.1M14 or in Schaumburg, Rm.125 or fax to 312-341-3660 or mailed directly to:

LaKisha Young, University Registrar
 Roosevelt University
 425 S. Wabash Ave. 1M14
 Chicago, IL 60605-1208

- Please allow 6 weeks for the Committee to consider and process your petition.
- After the above time, you may access Bill Payment Center by logging in on RU Access off the Roosevelt University homepage at www.roosevelt.edu; click on **Registration and Student Services**, then on **Tuition and Fees**, then click **Make a Payment** to connect to the **Bill and Payment System**. Look at the Quick View section for information on your Current Account Status, your balance, E-bills, and Recent Payments and Credits. This section will show any adjustments made to your account.
- You will be contacted by email at the email address you list above when a decision is made.
- Refer questions to the Office of the Registrar at (312)341-2443.

Form must be completed in full. Petitions without correct supporting documentation will not be considered.

