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 #: (___) _____________ Roosevelt Email (Please print): ______________________________

<table>
<thead>
<tr>
<th>Term</th>
<th>Level</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, Year 20</td>
<td>Undergraduate</td>
<td>Chicago</td>
</tr>
<tr>
<td>Spring, Year 20</td>
<td>Graduate</td>
<td>Schaumburg</td>
</tr>
<tr>
<td>Summer, Year 20</td>
<td>Doctoral</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Off Campus</td>
</tr>
</tbody>
</table>

Course Number(s): ______________________________________________________________________________

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

___ Full Payment
___ Extended Payment Plan
___ Financial Aid
___ Employer Reimbursement (ROOSTR)
___ Direct Billing
___ 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:

Alicia Butler
Senior Director, Office of Student Progress
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)341-3535.

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

Rev. 10/16/18
Statement and Rationale for Request

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For Office Use Only
Committee Recommendation

Email sent on: ___________________________________________