

# Repeat Course Surcharge Adjustment Waiver Request



In keeping with Florida Statute 1009.285 and BOT Regulation 7.001 (11) for fees associated with the third attempt of an undergraduate course, using this form, you may apply for consideration of a refund of the Repeat Course Surcharge (RCS) fee **only once for a course, within six months of the end of the applicable term**. You must meet one or more of the approved State defined conditions below. Sign and submit this completed form with **acceptable forms of proof as described on it** to [aa-far@usf.edu](mailto:aa-far@usf.edu) or to your campus' Office of the Registrar.

Name \_\_\_\_\_ USFID Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Home Campus \_\_\_\_\_

Term  Summer  Fall  Spring Year \_\_\_\_\_

Identify the repeat course for which you are requesting an adjustment:

CRN	Subject	Number	Section	Credit Hours
<i>Ex: 82189</i>	<i>ENC</i>	<i>1101</i>	<i>081</i>	<i>3</i>

Select the condition(s) that applied to previous attempts of the course listed above:

- Student illness of such severity or duration that precluded prior course completion; supply **confirmation on practice letterhead from your health care provider OR on an ARC Medical Form completed by your medical provider**.
- Death of student or an immediate family member (parent, spouse, child, sibling, or grandparent) **confirmed by documentation indicating the student's relationship to the deceased**; supply obituary or death certificates.
- Active military duty or return from active duty **confirmed by military orders**.
- USF System error **confirmed in writing by an appropriate USF official**.
- Due to reasons of financial hardship; the criteria used for determining financial hardships includes, but is not limited to, qualification for federal need-based financial aid. Other proof of acute financial hardship may also be submitted for consideration (i.e. tax transcripts).
- Course repeated as a requirement specific to a major; exceptions to this section are for individualized study, elective coursework, core requirement courses, and courses that are intended to continue over multiple semesters, EXCLUDING the repeat of coursework more than two times to increase grade point average or to meet minimum course grade requirements.
- Other documented exceptional circumstances beyond the control of the student accompanied by letter of explanation and appropriate documentation to support claim. Examples include, but are not limited to, insurance claim forms for home damage, proof of permanent relocation due to inclement weather or a mandatory change in work hours *after* the Add/Drop period in a job employed at *before* the start of the semester as confirmed by the employer on company letterhead.

For fastest consideration, sign & **submit with acceptable forms of proof from your USF-issued email** to [aa-far@usf.edu](mailto:aa-far@usf.edu).

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE NOTE: This process can take up to 30 days from the date of submission for the committee's decision and processing of the paperwork to be completed. You will be notified of the decision via USF email.

Office of the Registrar	Tampa campus 4202 E. Fowler Ave., SVC 1034 Tampa, FL 33620	St. Petersburg campus 140 7th Ave. S., BAY 102 St. Petersburg, FL 33701	Sarasota-Manatee campus 6350 N. Tamiami Trail, SMC C107 Sarasota, FL 34243	<b>Submit to:</b> <a href="mailto:aa-far@usf.edu">aa-far@usf.edu</a>
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