
PETITION FOR TUITION ADJUSTMENT

Complete according to the directions on the reverse side.

**PLEASE INCLUDE ALL DOCUMENTATION TO
SUPPORT THIS REQUEST**

If your 3rd party documentation is not included your petition will
be returned to you.

TO: Variance Committee c/o Cheryl Styczynski, Director, SAO - Fisher Building #40

STUDENT NAME _____

STUDENT ADDRESS _____

STUDENT PHONE # _____

STUDENT ID # _____

TERM AND YEAR
FOR REQUEST _____

COURSE NAME (S) _____

REASON FOR REFUND REQUEST OR CHARGES TO BE DROPPED

Signature of Student: _____ Date: _____

OPTIONAL COMMENTS BY COLLEGE OFFICE/ADVISOR

Authorized Signature: _____ Date: _____

INSTRUCTIONS FOR FILING A PETITION FOR TUITION ADJUSTMENT

1. You must withdraw from the class. The Variance Committee will not review petition until the student has withdrawn from class. To withdraw you must do the following:
 - ❖ Contact the College Office of the program in which you were enrolled and obtain a ***Change in Registration or Change of Grade*** form to drop your class.
2. Obtain a ***Petition for Tuition Adjustment*** from the Student Accounting Office. This can be done in – person, by phone (313) 993-1422 or via www.udmercy.edu. Type in “tuition adjustment: and click “go” in the search field. This will take you directly to the Tuition Adjustment form that you can print and send of fax to the SAO.
3. Be sure to include the following in your petition:
 - ❖ Student Name
 - ❖ Student Address, Phone Number and Student ID Number
 - ❖ Term and Year
 - ❖ Course or courses that you are seeking an adjustment in
4. Write a complete explanation of your request; include all documentation that will support your petition. *Attach additional pages of paper if necessary.* Examples of reasonable request include: *medical disability, unexpected employment changes or other situations beyond the control of the student.*
5. Include all documentation from a third party with your request. Some examples may include:
 - ❖ A letter from your Doctor indicating the period you were not able to attend school.
 - ❖ A letter from your employer documenting the date the unexpected change occurred.
 - ❖ A recommendation from an official office of UDM is necessary for students whose reasons fall into the “*Other Situations beyond the Control of the Student.*”
6. Submit the *Petition for Tuition Adjustment* as follows:

**Cheryl Styczynski, Director
Student Accounting Office, FAC 40
University of Detroit Mercy
4001 W. McNichols Road
Detroit, MI 48221-3038/or Fax# 313-993-1414**

You may expect a response from the Variance Committee within 30 days from the date it is received by the Student Accounting Office.