



Summer Session Office
 University of California, San Diego
 9500 Gilman Drive, MC0079
 La Jolla, CA 92093-0079
 Phone:(858) 534-8277 Fax: (858) 822-2619
 Email: summer@ucsd.edu

Summer Session Petition for Refund

INSTRUCTIONS:

If the refund deadline has not passed for the session in which you are enrolled, you do not need to fill out this form.

To obtain a refund prior to the refund deadline, simply go to WebReg and drop your class.

All requests for a refund after the refund deadline has passed are requests for exceptions to UCSD Summer Session refund policy. Requests for exception to the policy are reviewed on an individual basis. **Filling out this form does not guarantee a refund.** Exceptions can be granted in cases of administrative error or serious personal circumstances (e.g. hospitalization) which prevented a student from acting prior to the deadline.

In order to process your refund request:

- 1) Fill out this form.
- 2) Attach an explanation of your circumstances. Explain both why you are requesting a refund after the refund deadline, and the circumstances that you feel warrant the exception. **Please be as detailed as possible in your explanation.**
- 3) Include relevant documentation which supports your request for a refund. (One example of relevant documentation would be a letter from your doctor.)
- 4) Once completed, route this form to the Summer Session Office.

All petitions for exceptions to UCSD Summer Session refund policy must be received no later than the end of the fall quarter following the summer in which you were enrolled. Please see the TritonLink academic year calendar for the exact date of the end of fall quarter.

Students will be contacted by the Summer Session Office once a decision has been made. **Decisions of the Summer Session Director are final.**

Name: _____ PID: _____ Class Level: _____

Current Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Local Telephone: _____ Major: _____ College: _____

Student Signature: _____ Date: _____

Course Subject: _____ Crse #: _____ Units: _____

Section ID: _____ Session: _____

Course Subject: _____ Crse #: _____ Units: _____

Section ID: _____ Session: _____

Summer Session: Approval Disapproval

 Summer Session Signature Date

Comments: _____

