

Student Mandatory Fee Exemption Request

Return to
Student Financial Services
Email: sfs@uwo.edu

Please Print _____ Term _____ Date _____
Student Name _____ W# _____
Address _____
City, State, Zip _____
Email _____ Phone _____

NO REFUNDS WILL BE ISSUED ON APPEALS OUTSIDE THE CURRENT TERM.

ONLY TWO APPEALS WILL BE ACCEPTED IN A FIVE YEAR PERIOD

Please submit all supporting documentation with appeal. Incomplete appeals will be denied.

Student Responsibilities: I understand it is my responsibility to comply with:

- Review the acceptable and unacceptable list of reasons to appeal.
- Gather supporting documentation to submit with your appeal.
- If grants, loans, or scholarships received, meet with Office of Scholarships and Financial Aid.
Name of Counselor _____ Date _____ Extention _____
- If international student, meet with Office of Global Engagement International Student & Scholar Services.
Name of Advisor _____ Date _____ Extention _____
- Submit this completed form and documentation to Student Financial Services**

I am aware that the burden of proof rests on the petitioner. I must provide all necessary documents to support my case. The final decision will be based upon documents submitted.

I understand that falsification may result in disciplinary action with the Dean of Students office.

Signature _____

Date _____

The review process may take 4 to 6 weeks.
A written decision will be sent to your uwo.edu email address.

Below are examples of circumstances that a Mandatory Student Fee Exemption will be considered, and the required supporting documentation that needs to be provided.

Student Teaching for a school outside of Laramie. This documentation must be on official letterhead, which should be signed and dated, by the physician.

Full Semester Internship located outside of Laramie. This documentation must include proof of location (internship offer with location, rental agreement for semester, etc.).

Emails are acceptable, if they come directly from the instructor, email must include the same information listed above.

Other- Special circumstances beyond the student's control may be considered. Circumstances must be documented on letterhead by source that supports the claim. Official documents to substantiate claim. Special circumstances must include dates of the occurrence, which should coincide with the dates of the term you are appealing.

*List is not all-inclusive

Below are examples of circumstances that a Mandatory Student Fee Exemption will NOT be approved.

Personal errors in judgment involving transportation, availability of finances, academic ability, time management.

Misinterpretation or ignorance of University deadlines, policies and/or procedures.

Dissatisfaction with the services, delivery of services, or availability of services.

Unwillingness, or lack of interest, in the services provided.

Classes taught all online.

Student errors resulting in the delay of administrative processes related to enrollment or disbursement of financial aid funds.

*List is not all-inclusive

For more information please visit:

uwyo.edu/fsbo

For Student Fee Appeal Group Use:

Approved/Denied _____

Reason _____

Signature _____

Date _____