

Student Request for Course Material Fee Waiver

INSTRUCTIONS

- Students are encouraged to first seek assistance from the Financial Aid Office.
- Students who are unable to afford the fee may seek a waiver from the Department offering the course by completing this form and submitting it to the Department administrative Office by the 20-day drop date for this quarter.
- Only in extreme cases of financial hardship, as of yet unaddressed through financial aid, can the fee be waived. Attach documentation demonstrating a recently experienced hardship (e.g., birth certificate for new dependent, job layoff notice). If you are unsure about what documentation to obtain, please ask at the Department office. Without appropriate documentation, we cannot consider your request for a waiver.

Student Name		Student ID#	
Email			
Amount of Fee	\$ _____	Quarter/Year <i>Circle qtr & add year</i>	Fall Winter Spring 20 _____
Course Name/ Number/Section			
I certify that the above statements are true and that I am unable to pay the course material fee.			
_____ Student Signature		_____ Date	

Waiver requests must be received in the Department office by the 20th day of instruction.
Approved waivers - fax this completed form to Student Accounting at (530)752-5718

For Department Use

Approved _____
Denied _____

Departmental Signature

Date

Student Accounting Use Only:

Exemption number _____

Detail Code _____

Exemption Code _____