

Financial Petition Form

If you experience extremely difficult circumstances (i.e. serious medical illness or a death of an immediate family member which lead you to drop your courses after a refund deadline you may submit this form to request a credit/refund of your course fees. Financial petitions will only be considered within a year of the occurrence of the circumstances associated with your petition.

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty
Keep your information up-to-date! Make sure we have your current contact information by visiting the My Student Records section of My Online Services .		

Before you submit your financial petition, remember:

- The event that occurred and the impact will be taken into consideration.
- Your financial petition is only for dropped course(s). Any credit you may receive after dropping a course is based on the University's Refund Tables found at sfs.yorku.ca/refunds/tables/
- You are responsible for any changes such as adding or dropping courses.
- The university does consider your predicament but also recognizes the cost associated with the courses you are petitioning and as such may only grant a partial credit.

What are the grounds for your financial petition?

- Medical illness for student or immediate family member
- Death of immediate family member

The university expects students to manage courses and program changes due to pre-existing medical conditions. If you have previously submitted documentation to another office that will support your financial petition, contact that office and ask to have copies of the documentation released to you. Attach the documents to this financial petition or arrange with the office to have the copies sent directly to Student Financial Services, Bennett Centre for Student Services.

I have submitted the following documents in support of my petition:

- Written statement on the nature of your request including exact dates and sequence of events.
- Attending Physician's Statement
- Counselling & Development Counsellor Statement
- Air/Train/Bus ticket receipts for emergency travel (indicating destination, departure and/or return dates)
- Death Certificate/Obituary

Decisions: Notification of your financial petition results should be mailed to you within four weeks after receipt of a complete submission. While you are awaiting your decision, you must pay your student account in full to avoid additional interest charges and potential enrolment blocks.

Dropped course(s) requesting financial consideration

Session	Term	Faculty	Subject	Course Number	Section
Course Title				Date Dropped (dd/mm/yy)	

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If you are unable to list the entire courses above, please include them on a separate page.

Student's Signature	Date (dd/mm/yy)
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. The information will be used to process and adjudicate your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.