

# REPEAT COURSE SURCHARGE WAIVER APPEAL

Students may appeal for a one-time waiver of the state mandated repeat course surcharge. A waiver will only be granted once during a student's academic career at UWF. Appeals will be reviewed within two business days and decisions will be emailed to a student's UWF email account.

*By act of the 1997 Florida Legislature (H.B. 1545), each Florida public institution is required to implement a repeat course surcharge for students who take a State-funded undergraduate course for the third time. Students taking the same course for the third time at UWF are subject to an increased matriculation fee of 100% of the cost of instruction. Exceptions may be made for individualized study, courses that are repeated as a requirement of a major (i.e. major requires student enroll multiple times), and courses that are intended as continuing over multiple semesters. The repeat of course work more than two times to increase grade point average or meet minimum course grade requirements is subject to the surcharge.*

UWF I.D. Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

UWF Email: \_\_\_\_\_

<p><b>Semester &amp; year of third attempt at course:</b></p> <p><input type="checkbox"/> Fall    <input type="checkbox"/> Spring    <input type="checkbox"/> Summer</p> <p>Year: _____</p> <p>Course : _____</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Briefly explain extenuating circumstances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p>Student Signature _____</p> <p>Date _____</p>
--------------------------------------------------

**DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY**

<p><input type="checkbox"/> Approved      <input type="checkbox"/> Disapproved</p> <p>Notified:      <input type="checkbox"/> Student</p> <p>Processed by: _____ Date _____</p>	<p><b>COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p style="text-align: right;"><i>Revised 7/15/2010</i></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------