GENERAL PETITION FORM

Office of the Registrar, 100 International Drive, 5th Floor, Baltimore, MD 21202, Phone: 410-234-9250, Fax: 410-800-4096, Email: carey.registration@jhu.edu.

General Petition Policy: Students may receive an exception to the refund policy for extraordinary circumstances beyond their control, provided that the request is made during the same semester in which the course is taken and that the circumstances can be documented. Maximum refunds under such circumstances will be equal to one refund level higher than the student received. Students who experience severe medical problems, a death in their immediate family, or are called into active duty may receive 100% refund. Petitions are reviewed based on consultation with committee members from the faculty, advising and academic staff. The committee review is monthly and notification is sent by email to the student of the final decision. Appeals must follow the same submission process for review.

The Registrar’s Office will review petitions once a month (every first business day of the month); petitions must be submitted within the current academic semester in which the course was taken.

Last Name                          First Name                          M.I.
☐ Mr.   ☐ Ms.   ☐ Dr.                          Student Identification Number
Address                          City                          State                          Country (if not U.S.)                          Zip Code
Day Telephone                          Evening Telephone                          Email address

Method of Tuition Payment: (check all that apply)
☐ Cash       ☐ Check       ☐ Charge       ☐ Employer contract       ☐ JHU remission       ☐ Financial Aid

Request: Course(s) # ____________________________ Title(s) ____________________________ Term ________________

Specifics of request:

Reason: (Please provide documentation to substantiate request)

Student Signature______________________________ Date ____________________

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For Office Use Only

Approval Signature______________________________ Date ______________ Refund Percentage ______________

Please refer to the school’s refund policy in the Student Handbook.

Rev: 05/2017