GENERAL PETITION FORM

Office of the Registrar, 100 International Drive, 12th Floor, Baltimore, MD 21202, Phone: 410-234-9250, Fax: 410-234-9259, 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.

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

Request: Course(s) # __________________ Title(s) _____________________________

Specifics of request:

Reason: (Please provide documentation to substantiate request)

Student Signature_____________________________________________Date______________________

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