

**VICTOR VALLEY COLLEGE
FEE PETITION**

SCHOOL YEAR 20 _____ FALL _____ SPRING _____ SUMMER _____ WINTER _____

- _____ CREDIT ON STUDENT ACCOUNT
- _____ REFUND WITH \$10.00 PROCESSING FEE
- _____ WAIVED FEES

Name: _____ Student ID or SSN: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

State below the reason for the petition request and why it should be granted: **NOTE: Verification documentation must be attached. (PLEASE READ PETITION RULES ON THE REVERSE SIDE)**

I HAVE READ THE RULES FOR THE FEE PETITION ON THE BACK OF THIS FORM, AND AGREE TO COMPLY WITH THEM.

Student Signature: _____

Petitions committee use only:

Approved	Denied	Date	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments:

Student Notified: Letter Sent: _____ Date: _____ Initials: _____

ATTENTION: THE PETITIONS COMMITTEE MEETS TWICE A MONTH TO REVIEW ALL PETITIONS. BE AWARE THAT IT MAY TAKE UP TO TWO WEEKS BEFORE A DECISION IS MADE. ONCE THE COMMITTEE APPROVES OR DENIES YOUR PETITION, YOU WILL BE NOTIFIED BY MAIL.

RULES FOR PETITION:

1. IF YOU HAVE RECEIVED A GRADE FOR THE CLASS, YOU MUST FIRST FILE A PETITION WITH ADMISSIONS AND RECORDS FOR THE GRADE TO BE REMOVED. ONCE YOU HAVE BEEN **APPROVED** YOU CAN THEN FILE A PETITION FOR THE FEE REMOVAL WITH THE BURSAR'S OFFICE.
2. IF YOUR PETITION IS DENIED, YOU WILL BE REQUIRED TO PAY ANY OUTSTANDING FEES.
3. PETITION MAY BE REQUESTED FOR THE FOLLOWING:
 - CREDIT ON YOUR STUDENT ACCOUNT
 - REFUND, WHICH WILL INCLUDE A \$10.00 PROCESSING FEE.
 - FEE WAIVER
 -
4. NO PETITION IS GUARANTEED TO BE GRANTED, BE AWARE THAT ANY PREVIOUS PETITIONS THAT HAVE BEEN FILED AND APPROVED WILL BE TAKEN INTO CONSIDERATION WHEN REVIEWED.
5. IF YOU ARE FILING A PETITION FOR ILLNESS OR A DEATH IN THE FAMILY, PLEASE ATTACH DOCUMENTATION TO THE PETITION.
6. ONLY ENROLLMENT FEES AND TUITION WILL BE CONSIDERED FOR APPROVAL ON PETITION. NO ASB, PARKING, STUDENT CENTER, STUDENT REPRESENTATION, OR STUDENT TRANSPORTATION FEES WILL BE GRANTED.
7. DECISIONS OF THE FEE PETITION COMMITTEE ARE FINAL.
8. ALL PETITIONS FOR FEE CREDIT/REFUND MUST BE SUBMITTED NO LATER THAN THE END OF THE FOLLOWING TERM.
9. FOR YOUR CONVENIENCE YOU MAY SUBMIT THE FORM BY:
 - MAIL TO: VVC BURSAR'S OFFICE, 18422 BEAR VALLEY RD, VICTORVILLE, CA 92395
 - EMAIL TO: bursars.office@vvc.edu
 - DROP OFF: BURSAR'S OFFICE LOCATED IN THE STUDENT SERVICES CENTER "ONE STOP"

EXAMPLE: FALL 2018 TERM MUST BE SUBMITTED PRIOR TO THE END OF SPRING 2019.