

Financial Petition Form

If you experience extremely difficult circumstances (e.g. death of an immediate family member or serious medical problems) 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 York has your current contact information. Visit My Personal Information on the My Student Records section of the Current Students Web site at yorku.ca/yorkweb/currentstudents/mystudentrecords		

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.

What are the grounds for your financial petition? Medical Death in Family

For which dropped course(s) are you requesting financial consideration?

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

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

- Attending Physician's Statement
- Counselling & Development Counsellor Statement
- Airline/train/bus ticket/receipts for emergency travel (indicating destination, departure and/or return dates)
- Death Certificate/Obituary of relative
- Other

Decisions: Your financial petition will not be considered until your course(s) has been dropped. After that, it could take up to three weeks to reach a decision on your financial petition. While you are awaiting a decision, you must pay your student account in full to avoid additional late charges and potential enrolment blocks. Notification of your financial petition results will be mailed to you and will also be posted on your student account online statement.

Before you submit your financial petition, remember:

- It is not uncommon for the Financial Petitions Committee to deny a petition or render only a partial credit.
- Financial petitions are normally only considered on medical or other compelling grounds.
- The date on which an event or circumstance occurred is an important component of your financial petition. The timely manner in which you acted (e.g. attempted to drop a course) in these circumstances is also considered.
- When enrolling in courses, you make a contractual agreement with York University. York honours that contract and reserves space for you in your courses. Simply not attending a course is not considered grounds for a refund nor is it a formal indication of your intention to withdraw from the course. You must drop any courses you do not plan on attending using the online Registration and Enrolment Module (<https://wrem.sis.yorku.ca>). Any credit you may receive after dropping a course is based on the University's Refund Tables found in the Money Matters section of the Current Students Web site (yorku.ca/yorkweb/currentstudents/moneymatters).
- It is your responsibility to review your course selections via the Current Students Web site to ensure that they are correct. You are responsible for any changes to your course schedule.

Financial Petition Statement: Please outline below the nature of your request, including exact dates and sequence of events.

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.