

# PRO-RATED TUITION EXCEPTION FORM

BRIGHAM YOUNG UNIVERSITY

Mail to: Financial Services • 112 ECCB • Provo, UT 84602-1128 • Fax to: (801) 422-0241

**EMAIL TO: [financialservices@byu.edu](mailto:financialservices@byu.edu)**

Name: \_\_\_\_\_  
(Last Name, First Name, Middle Initial)

BYU ID 

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Date: \_\_\_\_\_ BYU E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Requested Semester/Term:** Year 20\_\_\_\_ Fall Winter Spring Summer

## Required Documentation:

Please ensure all required documents are included with your petition. **Incomplete submissions will be denied.**

1. Completed Pro-Rated Tuition Exception Petition Form.
2. Personal statement explaining the circumstances and reason for the petition.
3. Select the petition category below and attach the required supporting documentation.

**Medical** – Documentation from a licensed healthcare provider on official letterhead, including the provider's signature and date, verification of the medical circumstance, and an explanation of the student's inability to attend school.

**Immediate Family Death** – A death certificate, obituary, or funeral program.

**Military Obligation** – Official military order or a letter from your commanding officer.

## Additional Petition Options

- \* For **Never Attended** petitions, you may submit a petition with the Registrar's Office at [petitions.byu.edu](http://petitions.byu.edu).
- \* If you lost a scholarship due to medical circumstances, you may submit a **Scholarship Petition** at: <https://enrollment.byu.edu/financial-aid/scholarship-petitions>. Typically, students must remain enrolled in at least 9 credit hours with appropriate documentation to be considered.

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## Office Use Only

Committee Decision:

Date: \_\_\_\_\_ [ ] Approved [ ] Denied [ ] No Action [ ] Pending (Date Informed: \_\_\_\_\_)

Approval reason from committee: \_\_\_\_\_

Committee Initials: \_\_\_\_\_ Informed [ ] Date Informed: \_\_\_\_\_ Informed by: \_\_\_\_\_

Special Instructions from the Committee:

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The review process may take approximately **3-4 weeks**.  
Students will be notified of the committee's decision via email once the review is completed.

Supporting details and/or additional information: