

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

Name: _____
(Last Name, First Name, Middle Initial)

BYU ID

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Date: _____ 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 – A physician’s note on official letterhead including signature, date, verification of the medical circumstance, and explanation of 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.
- * 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.

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:

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: