Student Request for Course Material Fee Waiver

INSTRUCTIONS
- Students are encouraged to first seek assistance from the Financial Aid Office.
- Students who are unable to afford the fee may seek a waiver from the Department offering the course by completing this form and submitting it to the Department administrative Office by the 20-day drop date for this quarter.
- Only in extreme cases of financial hardship, as of yet unaddressed through financial aid, can the fee be waived. Attach documentation demonstrating a recently experienced hardship (e.g., birth certificate for new dependent, job layoff notice). If you are unsure about what documentation to obtain, please ask at the Department office. Without appropriate documentation, we cannot consider your request for a waiver.

| Student Name |  |
|--------------|  |
| Email        |  |
| Amount of Fee | $________ |
| Quarter/Year | Fall Winter Spring |
| Course Name/Number/Section |  |

Describe why the fee should be waived

I certify that the above statements are true and that I am unable to pay the course material fee.

Student Signature_________________________ Date_________________________

Waiver requests must be received in the Department office by the 20th day of instruction. Approved waivers - fax this completed form to Student Accounting at (530)752-5718

For Department Use
Approved Denied
Departamental Signature_________________________ Date_________________________

Student Accounting Use Only:
Exemption number_________________________
Detail Code_________________________
Exemption Code_________________________