



# California Institute of Integral Studies

## FINANCIAL PETITION

Use this form to request the reversal of a charge for tuition or an administrative fee.

Submit to [registrar@ciis.edu](mailto:registrar@ciis.edu) as an attachment to an email sent from your CIIS student email account. If you would like assistance, contact the Registrar's Office at [registrar@ciis.edu](mailto:registrar@ciis.edu) or 415-575-6126.

Name and Address: *(please print legibly)*

\_\_\_\_\_ CIIS ID Number: \_\_\_\_\_  
 \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_

Semester the charge was incurred:  Fall  Spring  Summer Year: \_\_\_\_\_

I was a financial aid recipient in this semester:  Yes  No

*If Yes, and this petition is approved, you may need to return all or part of the semester's aid. Contact the Financial Aid Office at 415-575-6122 before submitting this petition and inquire about the potential impact of its approval.*

If tuition, course number(s) and title(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If fee(s), fee name(s): \_\_\_\_\_

Check each box to indicate that you've read and understand the following:

- The Financial Petition Committee (FPC) will consider my request only if all of the following conditions are in place:
  1. I experienced a serious extenuating circumstance beyond my control; and
  2. I've attached an explanation of this circumstance along with supporting documentation; I understand that this documentation becomes the property of CIIS and will not be returned; and
  3. If I'm petitioning to receive a reversal of a tuition charge, I've dropped or withdrawn from the course(s); and
  4. I've submitted this petition within 90 calendar days of the last day of the semester in which the charge was incurred.
- The petition and its attachments will remain confidential and be seen only by members of the FPC, which is composed of representatives from the offices of the Provost, Dean of Students, Registrar, Business, and Financial Aid. The FPC will obtain my permission if it needs to approach anyone else at CIIS to investigate the claims made in the petition.
- The FPC may request additional documentation from me before rendering its decision.
- The FPC will issue a decision within 30 calendar days of receiving all documentation.
- The decision of the FPC is final and binding. Appeals will only be heard if they include information and/or documentation not available at the time of the original petition.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FPC COORDINATOR USE:**

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_  APPROVE  DENY  FOLLOW-UP NEEDED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF SUBSEQUENT REVIEW: \_\_\_\_\_  APPROVE  DENY DATE DECISION COMMUNICATED: \_\_\_\_\_ REG:

4/20/20