



**PETITION FOR TUITION ADJUSTMENT**

PLEASE INCLUDE ALL DOCUMENTATION TO SUPPORT YOUR REQUEST. IF SUPPORT MATERIALS ARE NOT INCLUDED, YOUR PETITION WILL BE RETURNED TO YOU.

**TO:** Petition Committee  
c/o Linda Pancone Director, Office of Student Accounts. 206  
SHH

**STUDENT NAME** \_\_\_\_\_

**STUDENT ADDRESS** \_\_\_\_\_

**STUDENT PHONE#** \_\_\_\_\_

**STUDENT ID#** \_\_\_\_\_

**TERM AND YEAR FOR REQUEST** \_\_\_\_\_

**COURSE NAME (s)** \_\_\_\_\_

**REASON FOR REFUND REQUEST OR ADJUSTMENT OF CHARGES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Student**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OPTIONAL COMMENTS BY COLLEGE OFFICE/ADVISOR**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_ **Position Title:** \_\_\_\_\_

## INSTRUCTIONS FOR FILING A PETITION FOR TUITION ADJUSTMENT

1. The Committee will not review your petition until drop/withdraw from course is complete. To withdraw, you must follow the requirements of the Add/Drop/Withdrawal policy and instructions.
2. Obtain a Petition for Tuition Adjustment from the Office of Student Accounts in person or via the Student Accounts Quick Link 'Documents' on My Siena portal.
3. Be sure to include the following in your petition:
  - Student Name
  - Student Address, Phone, and Student ID Number
  - Term and Year
  - Course or courses that you are seeking an adjustment
4. Write a detailed explanation of your request including all documentation that will support your petition. Examples of reasonable requests: medical disability, unexpected change in employment, or other situations beyond your control.
5. Include all documentation from a third party with your request if applicable. Examples:
  - A letter from your doctor indicating the time you were unable to attend school.
  - A letter from your employer documenting the date the unexpected change occurred.
  - Other support for students whose reasons fall into "other situations beyond the control of the student"
6. Submit your Petition for Tuition Adjustment to:

Linda Pancone  
Director, Office of Student Accounts  
Siena Heights University  
1247 E. Siena Heights Drive  
RM 206 Sacred Heart Hall  
Adrian MI 49221  
Fax: 517-264-7728  
[lpancone@sienaheights.edu](mailto:lpancone@sienaheights.edu)