DROP FEE APPEAL REQUEST FORM
(Please Print Legibly)

Instructions:
Drop Fee Appeals may be granted for extenuating circumstances. If you believe that your individual circumstances warrant an exception to the published policies, you may appeal drop fees to the Registrar. **Supporting documentation is required.** The appeal must be emailed from the student’s UWP email account or submitted in writing to:

Office of the Registrar
Email: Registrars.Office@uwp.edu
University of Wisconsin-Parkside
900 Wood Road
P.O. Box 2000
Kenosha, WI 53141-2000


Name: _______________ ID#: __________________________
Last           First            M.I.

UWP Email Address: __________________________ Phone Number: ( ) ______________

Class #: __________  Department: __________  Course#: _______  Section #: _______

Class Title: ____________________________  Term/Year: ___________
Instructor: ____________________________  # of Credits: __________

Reason for Appeal:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signature  ____________________________  Date __________________________

Accounts sent to collections and later appealed will still pay collection costs if the appeal is granted (average 30%)

Return completed form with supporting documentation to the Office of the Registrar.

Office Use Only: _______ Approved  _______ Denied  Initials: ______________

(Registrar’s Office 3/13)