



## General Petition Form

Submit this form and supporting documents using SEAM's Online form: [support.sis.jhu.edu/case](http://support.sis.jhu.edu/case)

### General Petition Policy

Students may receive an exception to the refund policy for extraordinary circumstances beyond their control, such as medical problems, a death in their immediate family, or going on active duty, provided that the request is made within 30 calendar days of the end of the term and that the circumstances can be documented. Maximum refunds under such circumstances will usually be equal to one refund level higher than the student received. **All circumstances need to include documentation.** Petitions are reviewed by committee and notification is sent by email to the student of the final decision. **NOTE: All petitions must be submitted to the Registrar's Office within thirty (30) calendar days of the last day of the term specified on the form.**

### Student Information

\*Required

Hopkins ID *	Last Name*	First Name			SSN (last 4, optional) xxx-xx-_____
Address		City	State	Country (if not U.S.)	Zip Code
Day Telephone	Evening Telephone		Email address		

Method of Tuition Payment\*(check all that apply): Cash Check Charge Employer Contract JHU Remission  
Financial Aid

### Request Information

Course Number(s)*	Course Title(s)*	Term*	Date last attended*
1.			
2.			
3.			
4.			
5.			
6.			

*Specifics of request\*:*

*Reason\* (Please provide documentation to substantiate request):*

Student Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_