

**University of Wisconsin-Milwaukee
Special Course Fee Waiver Form ***

Date _____

Student Information:

Last Name	First Name	Campus or Empl ID	Term

Special Course Fee Information:

Class Number	Subject	Catalog/Section	Amount
Reason for Waiving Charge(s)			

*Students will be charged by a College for his/her program materials for courses requiring a Special Course Fee for program materials. Students may opt out and receive a Special Course Fee Waiver by contacting the program instructor and provide proof of purchase to the instructor on or before the second Friday of the relevant term. If contact is not made and proof of purchase is not provided on or before the second Friday of the relevant term, the student will be deemed to have opted in. Students opting out of this process will be reimbursed for the cost of program materials paid to their student account, up to the special course fee amount, be personally responsible to acquire these materials, and responsible to provide proof of purchase. Materials may cost significantly more when not obtained through the College.

Department Authorization:

Department Name:		
Instructor – Printed Name	UBR – Printed Name	
Phone Number and Email	Phone Number and Email	
Signature	Signature	

Submit the completed form to the Accounts Receivable Office in Mitchell Hall, Room 295.