

# Landscape Architecture Program University of California, Davis

## STUDENT REQUEST AND CERTIFICATION FOR WAIVER OF COURSE MATERIALS FEE

### INSTRUCTIONS

- The course materials fee is automatically waived for students who are Pell Grant-eligible.
- Students who are unable to afford the fee but who are not Pell Grant-eligible financial aid recipients may seek a waiver from the Department. Students are encouraged to seek financial aid from the Financial Aid Office.
- Students must complete and sign this form and submit it to the department administrative office before the 20-day drop date for this quarter.
- Only in **extreme** cases of financial hardship, as of yet unaddressed through financial aid, can the fee be waived. Attach documentation demonstrating that you have recently experienced such hardship (e.g., birth certificate for new dependent, job layoff notice). If you are unsure about what documentation to obtain, please ask at the Department office. Without appropriate documentation, your request for a waiver cannot be considered.

<b>Student Name</b>		<b>Student ID #</b>	
<b>Email</b>			
<b>Amount of Fee</b>	\$_____	<b>Quarter / Year</b> <i>Circle qtr &amp; add year</i>	Fall   Winter   Spring 20_____
<b>Course Name/ Number / Section</b>			
Describe why the fee should be waived			
I certify that the above statements are true and that I am unable to pay the course materials fee.			
Signature		Date	

**Waiver requests must be received in the Department office (142 Walker Hall)  
by the 20<sup>th</sup> day of instruction.**

*For Department Use*  
Approved  
Denied

Reviewed By \_\_\_\_\_

Date Reviewed \_\_\_\_\_