# 2016-17 Exemption Form

Undergraduate Business Program Fee

Submit form to Miller 2051 or undergrad@mason.wm.edu no later than 3pm the last day of Add/Drop  
(Spring 2017 – January 27)

---

**Students may be exempt from the Undergraduate Business Program Fee if they demonstrate circumstances within one of the following guidelines:**

1. The fee does not apply to students who entered the business majors or minors program prior to fall 2013.
2. The fee does not apply to students during the semester in which they are studying abroad outside the U.S. and have registered with the Reves Center.
3. The fee does not apply to students during the semester in which they are studying away at another university or for those participating in the W&M Washington, D.C. Semester Program (when sponsored by a non-business department).
4. Students who have already paid the fee for four semesters are exempt from further fee assessment.
5. The fee does not apply to students who have been reenrolled to W&M, and qualify for exempted status based on one of the above guidelines. Such students will retain exempted status as long as they return to the College by the fall semester of 2015. After fall 2015, reenrolled business students will be assessed fees according to the current fee schedule for business majors and minors.

---

**Name:** ____________________________  **Student ID#:** ________________

**Local Phone:** ____________________________  **W&M E-mail:** ____________________________

**Business Program Entry Semester** ____________________________  **Expected Graduation:** ____________________________

**Month** | **Year**  | **Month** | **Year**
---|---|---|---

**Did you enter the business program as a Major or a Minor?** ____________________________

**Primary Major:** ____________________________

**Second Major: (if applicable)** ____________________________  **Minor: (if applicable)** ____________________________

---

**For which semester are you requesting fee exemption?** ____________________________  
**Spring or Fall**  **Year**

---

**Using the numbered guidelines above, indicate the exemption reason you should be exempt from the business program fee:**

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5

**Please elaborate as needed:** ____________________________  ____________________________

---

**Student Signature:** ____________________________  **Date:** ____________________________

---

**FOR OFFICE USE ONLY**

- [ ] Exemption Approved  
- [ ] Date Processed  
- [ ] Initials

**Administrator Statement:** ____________________________  ____________________________

**Name and Signature:** ____________________________