

## Exception Requests

Issue: An exception request amount entered for a semester on the form is automatically divided by the number of payments indicated and added to the semester, instead of the entire amount being added, as intended.

Workaround when completing the TG form:

- Enter total exception amount for the semester.
- Document in the **comment section** on the TG form the total TG payment for the semester including the exception request. For example, “total TG payment for 1<sup>st</sup> semester is \$2,500 which includes a \$2,000 TG and \$500 exception”.

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