Instructions:

Your request for Late Withdrawal (with or without tuition refund) must be accompanied by the following documentation:

- A clear and detailed written explanation of the unforeseen event(s) or circumstance(s) which prevented you from dropping the course(s) by the deadline. Indicate if you are asking for a refund (financial credit) of fees for this course(s).

- A written statement from the instructor of the course(s) confirming when you stopped attending class and that you did not complete course work or exams after that date.

- All relevant documentation which supports your case. This might include (but is not limited to) such documents as:
  - Student Request Medical Certificate duly completed, signed and stamped by a licensed medical practitioner (the MD's licence number must be clearly noted on the form). **The *Medical Certificate* is available online at:** concordia.ca/students/registration/course-withdrawals.html.
  - hospital record(s)
  - death certificate
  - accident/police report
  - travel tickets

Submit your request as follows:

- Students registered in a Faculty of Arts and Science program must submit to the academic department housing the program in which they are registered.

- Students registered in a Faculty of Engineering and Computer Science program must submit to the Faculty Student Academic Services Office.

- Students registered in a Faculty of Fine Arts program must submit to the Faculty Undergraduate Student Academic Services Office.

- Students registered in a John Molson School of Business program must submit to the Faculty Undergraduate Programs Office.

Please be advised that refunds are only granted in limited, exceptional cases and may require further explanation or documentation to be submitted.

Your request for Late Registration must meet the following conditions and be accompanied by the following documentation:

- You have the necessary pre-requisites to take the course.

- You have no outstanding balance owed on your student account

- A letter from the instructor indicating his/her approval of your late registration including the full Course Name, Number, Session, and Section; the date that the letter was written; the signature of the instructor; and the instructor's name clearly printed beside the signature. (Separate letters for EACH course much be submitted)

- A clear and detailed written explanation outlining the reasons why you were not able to register for the course(s) during the regular University registration period.

Submit your request as follows:

- Students registered in a Faculty of Arts and Science program must submit to the academic department housing the program in which they are registered.

- Students registered in a Faculty of Engineering and Computer Science program must submit to the Faculty Student Academic Services Office.

- Students registered in a Faculty of Fine Arts program must submit to the Faculty Undergraduate Student Academic Services Office.

- Students registered in a John Molson School of Business program must submit to the Faculty Undergraduate Programs Office.

Concordia University

GINA CODY
SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Student Request
For Late Registration, Late Withdrawal and Tuition Refund

Application Form:

Student I.D. No.: _____   Faculty and Program: _____

Family Name: _____   Given Name: _____

Please type or print legibly:

I want to WITHDRAW from the following course(s):	I want to ADD the following course(s):
COURSE & SESSION (HIST 202/2) SECTION (AA)	COURSE & SESSION (HIST 202/2) SECTION (AA)
(1) _____ _____	(1) _____ _____
(2) _____ _____	(2) _____ ___
(3) _____ _____	(3) _____ _____
(4) _____ _____	(4) _____ _____
If you are requesting a tuition refund, please check this box: ☐	

Student's Signature_____   Date: _____

FOR OFFICE USE ONLY

Received by: _____
            Please PRINT Name

Office: _____

Received on:_____   Signature: _____

Comments/Recommendation: _____

_____

_____

Name: _____
        Please PRINT Name

Signature: _____   Date: _____