

Student Request for Late Registration & Late Withdrawal (Arts & Science program students)

Student ID. No. _____ Email _____

Family Name _____ First Name _____

Address _____ Postal Code _____

Please print legibly:

I want to <u>withdraw</u> from the following course(s): COURSE & SESSION (HIST 202/2) SECTION (AA)	I want to <u>add</u> the following course(s): COURSE & SESSION (HIST 202/2) SECTION (AA)
(1) _____	(1) _____
(2) _____	(2) _____
(3) _____	(3) _____
(4) _____	(4) _____
<p>Your request for Late Withdrawal must be accompanied by the following documentation:</p> <ul style="list-style-type: none"> • 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). • All relevant documentation which supports your case. This might include (but is not limited to) such documents as: <ul style="list-style-type: none"> 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 form is available on-line at <u>http://tuitionandfees.concordia.ca/</u>, quick link to Student Administrative Affairs. ○ hospital record, death certificate ○ accident/police report ○ travel tickets • 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. <p>Please be advised that refunds are only granted in limited, exceptional cases and may require further written explanation or documentation to be submitted.</p>	<p>Your request for Late Registration must meet the following conditions and be accompanied by the following documentation:</p> <ul style="list-style-type: none"> • 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 must 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.

Student's Signature _____ Date _____

Academic Dept. _____	Received on _____
Received by _____ <small>Please PRINT Name</small>	Signature _____
Advisor's Comments/Recommendation: _____ _____ _____	
Advisor's Name _____	
Advisor's Signature _____	Date: _____