

Student Request For Late Registration, Late Withdrawal and Tuition Refund

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 Gina Cody School 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 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.

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 Gina Cody School 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.

Exceptional circumstances

In certain **very limited** circumstances, a student may be granted a late withdrawal (DNE) or a full/partial refund on a discontinued (DISC) course after the DNE deadline. Late withdrawals and refunds are only given when you could not have withdrawn before the DNE deadline because of **serious extenuating circumstances**. These circumstances must be **unforeseeable** and **beyond your control**.

Please note that, if your request is approved, the University Retroactive Withdrawal Committee will decide whether you qualify for a retroactive DNE or a full/partial refund with a DISC notation.

In some cases when DNE's are granted, an administrative fee of **35\$ per credit** may be applied.

Student Request For Late Registration, Late Withdrawal and Tuition Refund

Application Form:

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

Family Name: _____ Given Name: _____

Email: _____

Please type or print legibly:

I want to WITHDRAW from the following course(s):	I want to ADD the following course(s):																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: left; border-bottom: 1px solid black;">COURSE & SESSION (HIST 202/2)</th> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">SECTION (AA)</th> </tr> <tr> <td style="border-bottom: 1px solid black;">(1) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(2) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(3) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(4) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table> <p style="margin-top: 10px;">If you are requesting a tuition refund, please check this box: <input type="checkbox"/></p>	COURSE & SESSION (HIST 202/2)	SECTION (AA)	(1) _____	_____	(2) _____	_____	(3) _____	_____	(4) _____	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: left; border-bottom: 1px solid black;">COURSE & SESSION (HIST 202/2)</th> <th style="width: 40%; text-align: left; border-bottom: 1px solid black;">SECTION (AA)</th> </tr> <tr> <td style="border-bottom: 1px solid black;">(1) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(2) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(3) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(4) _____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	COURSE & SESSION (HIST 202/2)	SECTION (AA)	(1) _____	_____	(2) _____	_____	(3) _____	_____	(4) _____	_____
COURSE & SESSION (HIST 202/2)	SECTION (AA)																				
(1) _____	_____																				
(2) _____	_____																				
(3) _____	_____																				
(4) _____	_____																				
COURSE & SESSION (HIST 202/2)	SECTION (AA)																				
(1) _____	_____																				
(2) _____	_____																				
(3) _____	_____																				
(4) _____	_____																				

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: _____