

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

Student ID. No. _____ Email _____

Family Name _____ First Name _____

Address _____ Postal Code _____

Please print legibly:

I want to <u>withdraw from</u> the following course(s):		I want to <u>add</u> 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) _____	_____

Your request for Late Withdrawal 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).
- 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 form is available on-line at http://tuitionandfees.concordia.ca/](http://tuitionandfees.concordia.ca/), 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.

Please be advised that refunds are only granted in limited, exceptional cases and may require further written 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.

Student's Signature _____ Date _____

FOR OFFICE USE ONLY

Received by _____ Faculty Student Academic Services/Affairs or Birks Student Service Centre (Independent Students only)	Received on _____
Received by _____ Please PRINT Name	Signature _____