

## Winter 2019 Retake Course Registration Application Form

**For courses taken prior to the Fall 2018 term** (Please submit only one form for all the courses)

**Application Deadline: Friday November 30, 2018**

**Lambton College Fee Receipt Submission Deadline: Friday December 7, 2018**

### Student Information:

Student Name:	Student ID:
Program Name:	Program Intake:
Personal Email ID:	Phone#:

### Please ensure to provide accurate course code below as cost and registration depends on it:

Course Name	Regular Course Code (as per WebAdvisor)	Unique Retake Course Code from the course catalogue(schedule)	Staff only: Please provide estimated cost and initial below for each course

### For courses NOT listed in the course list, PLEASE COMPLETE THE SECTION BELOW:

Course Name	Regular Course Code	Staff only: Please provide estimated cost and initial below for each course

### Your Winter 2019 term status:

- ☐ Term 2   
 ☐ Term 3(regular courses)   
 ☐ Term 3 coop/AP   
 ☐ Term 4 co-op/AP   
 ☐ Term 4(TR, CPCM, BINM)
- ☐ Academic Break   
 ☐ Part time (less than 3 courses e.g. retaking a course to graduate after completing regular terms)
- \*If a student is not attending regular term classes (PT status) and selecting more than 3 courses then FT fees may apply.*

By signing below, I agree and understand the following:

- This is just an application not the confirmation of registration. I understand that retake registration will not begin until the application form, Fee Receipt AND schedule information is submitted by the posted deadline.
- If I don't have access to the requested courses on Moodle that means I am not registered for that course for that term and I should not be attending that class
- For any reason (including schedule conflict), I understand that money paid will not be refunded but will be used towards the next term tuition.
- I must pay full tuition for regular term (November 16) and retaking courses (December 7) by the payment deadline and there should not be any outstanding balance towards the W19 term tuition.
- I must then submit Lambton College Fee Receipt at the College Front Desk

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Payment Information: \_\_\_\_\_

Registration Information: \_\_\_\_\_

Remarks: \_\_\_\_\_

Students must take screenshot of this page for future reference