



APPLICATION FOR ADJUSTMENT OF FEES AND/OR GRADES

- The deadline for application for adjustment of fees is two calendar years from the end of the semester for which the adjustment is requested.
For appeals of grade on academic grounds please use the Application For A Re-Assessment Of A Final Grade

STUDENT'S NAME AND ADDRESS (Last Name, First Name, Middle Initial, Address, City/Town, Prov., Postal Code, Home Phone, Business Phone, E-mail)
USER ID NUMBER
ADJUSTMENT REQUESTED FOR (Term, Year)
STUDENT CAMPUS, STUDENT LEVEL, STUDENT FACULTY

A. COMPLETED BY THE STUDENT (OR FACULTY/COLLEGE ON STUDENT'S BEHALF)
Personal information is protected under the Local Authority Freedom of Information and Protection of Privacy Act.
1. Reason [check one] DOCUMENTATION REQUIRED
2. I am requesting: Adjustment of fees, Adjustment of grades
3. List the course(s) to be changed; add (A) or drop (D). Do not include non graded labs or seminars
4. Last date of attendance for the course(s)?

B. FACULTY/COLLEGE OFFICE USE ONLY - Grade Decision
1. Check Banner to ensure that the student was registered in your Faculty/College for the term adjustment is requested for.
2. Process any Add/Drop action required for a current term.
3. Review the current final grade.
4. Grades can be converted only with the authorization of the student's faculty or college of record for the term (noted above), which will normally give its approval only when a withdrawal is requested for reasons beyond the student's control.

C. REGISTRAR'S OFFICE USE ONLY - Grade Processing and Fee Decision
GRADE OUTCOME: Original Grade(s), Revised Grade(s)
FEE OUTCOME (Decision of the Registrar's Office): Original Refund (Tuition, Fees), Revised Refund (Tuition, Fees)
Assn't ID, Date, Effective Date, Assn't Notes