

# Application for Tuition Adjustment

(For a Class in Dropped Status Only)

The deadline for application is one calendar year from the end of the term for which the adjustment is requested.

- This is an application for a tuition adjustment if your withdrawal from class(es) was for one of the following reasons:

**Serious illness or accident • Death or serious illness of an immediate family member • Hospitalization as a result of serious illness or accident • Involuntary job transfer**

Adjustments, when granted, are based on the portion of the term a student was unable to attend. The date used to calculate the portion of tuition to be adjusted, for one of the above specified reasons, will be the date that the student withdrew on UR Self-Service, or the date the class was withdrawn in Banner, or the date the withdrawal request was received in writing from the student unless the student ceased attending classes on a date which is supported by the documentation (for example - the date of hospitalization).

If approved, the adjustment for tuition will be prorated as follows, for a Part of Term 1 class (full term class), and proportionally adjusted for all other Parts of Term.

Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
77%	69%	62%	54%	46%	38%	31%	23%	15%	8%	0%

- This application may also be submitted when a student has made a registration error; a one-time adjustment of tuition may be possible.

Note: Missing the drop refund deadline after initial participation in a class is not a basis to apply for a tuition adjustment.

- Mandatory term-based and mandatory course-based fees are not adjusted.

Applications within one calendar year are to be submitted to the Registrar's Office (U of R) only after the class(es) are in withdrawn status, and with supporting documentation.

The University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

This form is not used to correct a University Error that might require a grade to be removed; the *Application for Grade Adjustment* must be submitted for a university error.

## Student Information

\* Indicates required information

Last Name \*  First Name \*  Student ID \*  Term \*

Check only one

Student's Primary Faculty or Academic Unit \*  AR  CE  ED  GS  MP  SC  SP  BU  CT  ES  KI  NU  SW  SA

Student's Campus or Federated College \*  U of R  Luther College  Campion  First Nations Univ of Canada

Winter (Jan-Apr)  \_\_\_\_\_ Year \*  
 S / S (May-Aug)  \_\_\_\_\_ Year \*  
 Fall (Sep-Dec)  \_\_\_\_\_ Year \*

## Student Action:

Your class(es) must be dropped *before* this application is submitted to the Registrar's Office.

CRN	Subject	Course	Section	Credit Hours

## Registrar's Office Use Only

Automated outcome based on the Academic Schedule and the student date of withdrawal in UR Self-Service/Banner.  Adjusted outcome, if eligible, is based on University policy and supporting documentation.

Status Code	Drop Effective Date DD-MMM-YYYY	PoT	Refund TUI	FEE	Status Code	Adjustment TUI	FEE	Drop Effective Date DD-MMM-YYYY

## Student Application Reason / Class Participation / Supporting Documentation \*

\* Indicates required information

Please provide the reason for your application. \*

- Serious illness or accident including hospitalization  Death or serious illness of an immediate family member  Involuntary job transfer or call to military duty  Student registration error; written explanation required

Have you attached supporting documentation? For example, medical certificate, obituary, letter from employer, etc. \*  Yes  No

What was your last date of class activity, course work submitted, or attendance for this term? \*  \_\_\_\_\_

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of a grade adjustment application. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5545.

DD-MMM-YYYY \*  Email Address \*  Student's Signature \* \_\_\_\_\_

Do not write below this line

## REGISTRAR'S OFFICE USE ONLY

ATA is not used for a University Error, as any grade removed, W or other, must be approved by the Faculty/Academic Unit on an AGA form. A student who submits an ATA with an explanation of university error is to be directed to contact the faculty/academic unit.

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|--|---|--|--|--|
| <b>Reason:</b><br><input type="checkbox"/> Medical/Compassionate<br><input type="checkbox"/> Involuntary job transfer<br><input type="checkbox"/> Student registration error | <b>Eligible For:</b><br><input type="checkbox"/> Prorated<br><input type="checkbox"/> Partial<br><input type="checkbox"/> One-time only | <b>Not Eligible:</b><br><input type="checkbox"/> Insufficient/no documentation<br><input type="checkbox"/> Beyond one calendar year<br><input type="checkbox"/> Previous one-time only<br><input type="checkbox"/> Missed deadline/Student choice<br><input type="checkbox"/> Withdrew 0% period (medical/compassionate) | <b>Process and Notification Actions:</b><br><input type="checkbox"/> Term assessment - On/Off<br><input type="checkbox"/> Account reviewed<br><input type="checkbox"/> External Accounts (FS)<br><input type="checkbox"/> Receivables Supervisor(FS) | <input type="checkbox"/> Student Loans/Scholarships(SAFA)<br><input type="checkbox"/> Copy to student<br><input type="checkbox"/> Re-appeal to Registrar |
|--|---|--|--|--|

User Initials  DD-MMM-YYYY  Notes: