Seniors' Tuition Waiver Request

Student Information (Please Print)

Legal Surname	Name	U of R Student ID (9 digits)
Email (The University of Regina's official means of communication is through email)		Daytime Phone Number

Primary Faculty or Academic Unit

☐ AR ☐ BU ☐ CE ☐ CT ☐ ED ☐ ES ☐ GS
☐ KI ☐ MP ☐ NU ☐ SC ☐ SP ☐ SW

Campus or Federated College

☐ U of R ☐ Campion
☐ Luther ☐ FN Univ

Term

☐ Winter (Jan-Apr)
☐ Spring/Summer (May-Aug)
☐ Fall (Sept-Dec)

Year ____

Tuition Waiver Request

This is not a course registration form. You will need to register for courses through UR Self-Service or by contacting your Faculty or College.

List the course(s) for which you are requesting a tuition waiver.

CRN	Subject	Course Number	Section	Credit Hours

Notes: (office use only)

Step 1 **Submit this tuition waiver request form to the Registrar's Office on/before the last business day before the start of the term in which the registered course(s) are held (see below for address or contact information).**
Note: a new tuition waiver request form must be submitted for every term that you are registered.

Step 2 The due date for payment of fees is the first day of the term. The end of the penalty-free payment period is published in the Academic Calendar.
Please note: Students are responsible for all materials fees, laboratory fees, student fees, and other course-related costs. Only tuition is covered in this waiver. *Additionally, tuition is automatically posted to your account based on your registration. If the waiver is granted the tuition will be adjusted on your account after the 50% drop deadline.*

Step 3 **Your request will be reviewed ONE business day prior to the 100% add/drop deadline. The outcome will be sent to your U of R email.**

Step 4 Review the deadline dates to drop without financial or academic penalty in the event that you are not eligible for the tuition waiver.
Please note that after the 100% add/drop deadline, students who are dropping courses may receive a grade of W (withdrawal) or NP (failure), and may receive no refund or only a partial refund of tuition and fees, depending on the date of withdrawal from the course(s).

Step 5 **If you are registered in a course(s) for which the tuition waiver is not granted** based on waiver restrictions, and you choose to remain registered in the course(s) the tuition payment will follow standard policy. If you choose to withdraw, you may do so in UR Self-Service or by contacting your Faculty, Federated College or Academic Unit and the drop penalty will follow standard policy. The Registrar's Office does not withdraw students from courses.

Declaration

I am requesting a Senior Citizens' Tuition Waiver. I am a person 65 years of age or older (as of the end of this term).

Signature of Student	Date
	DD-MMM-YYYY

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 Seniors' Tuition Waiver. If you have any questions about the collection, use, or disclosure of this information by the University of Regina, please contact the Head, Access to Information and Protection of Privacy, 306-585-5163.

Registrar's Office Use Only

Senior registered at University Prior to May 1, 2017

☐ **Yes, qualifies under the previous Senior waiver.**
Student was registered at the University prior to May 1, 2017 and previously benefited from a tuition waiver for courses in their current program, continue to be eligible for tuition waiver for courses in the program in which they are registered until they complete the program or withdraw.

Effective Sept. 1, 2017

☐ Qualifies for UG level course	☐ Qualifies for course type	☐ Qualifies and course has capacity as of the Add/Drop deadline	☐ Qualifies within maximum credit hours available: 15 cr hrs for fall and winter terms (Sept – Apr e.g. 201730 + 201810), 6 cr hrs. for Spring/Summer (May – Aug)
or choose one	*or choose one*	*or choose one*	*or choose one*
☐ Does not qualify for UG level course	☐ Does not qualify for course type	☐ Does not qualify, course is at capacity as of the Add/Drop deadline	☐ Does not qualify due to maximum credit hours completed: 15 cr hrs. for fall and winter terms (Sept – Apr e.g. 201730 + 201810), 6 cr hrs. for Spring/Summer (May – Aug)

Registration Evaluation

☐ GR Rated code updated ☐ Email sent to STDT @ UofR account ☐ Evaluation complete

Registration Status: ☐ Credit ☐ Audit DD-MMM-YYYY-INT

Comments:

Fees and Assessments

☐ SEN code removed ☐ Yes *or* ☐ No Tuition adjustment entered on the student account

Student notified of tuition adjustment on their account DD-MMM-YYYY-INT

☐ Comment entered on SGASTDN ☐ Financial Services notified

Comments: