University of Regina

# Seniors' Tuition Waiver Request

**STUDENT'S NAME AND ADDRESS** | **STUDENT NUMBER**

| Last Name | First Name | Middle Initial | |
|---|---|---|---|
| | | | |

Email - The University of Regina's official means of communication is through email to your University of Regina email account.

Telephone ( )

Student Primary Faculty/College
☐ AR ☐ BU ☐ CE ☐ CT ☐ ED ☐ ES ☐ MP
☐ GS ☐ KI ☐ NU ☐ SC ☐ SP ☐ SW ☐ SA

Student Campus
☐ UofR ☐ Campion
☐ Luther ☐ FNUniv

Term
☐ Winter (Jan-Apr)
☐ S & S (May-Aug)
☐ Fall (Sept-Dec)

Year YYYY

## 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. | | | | | Notes: (office use only) |
|---|---|---|---|---|---|
| CRN | Subject | Course | Section | Credit Hrs | |
| CRN | Subject | Course | Section | Credit Hrs | |
| CRN | Subject | Course | Section | Credit Hrs | |

Step 1 Submit this tuition waiver request form to the Registrar's Office on the last business day before the start of the term in which the course(s) is registered. See below for address or contact information. *Please note: a new tuition waiver request form must be submitted for every term that you are registered.*
The due date for payment of fees is the first date of the term. The end of the penalty-free payment period in published in the Academic Calendar.

Step 2 Pay for materials fees, laboratory fees, student fees, and other course-related costs as only tuition is covered in this waiver.
*Please note, tuition is automatically posted to your account based on your registration. If the waiver is granted the tuition will be adjusted on your account.*

Step 3 Your request will be reviewed and the outcome will be sent to your University of Regina email typically within five business days.

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 start of the term, 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 the dropped course.*

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).

This tuition waiver request is for a course(s) required to complete a program started at the University prior to May 1, 2017. ☐ **Yes** ☐ **No**

**Signature** **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) 585-5545.

## 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. *or - choose one* ☐ Does not qualify for UG level course.

☐ Qualifies for course type. *or - choose one* ☐ Does not qualify for course type.

☐ Qualifies and course has capacity as of the Add/Drop deadline. *or - choose one* ☐ Does not qualify course is at capacity as of the Add/Drop deadline.

☐ Qualifies within maximum credit hours available: 15 cr hrs for fall and winter terms (September - April - e.g. 201730 + 201810), 6 cr hrs. for S&S (May - Aug) *or - choose one* ☐ Does not qualifiy due to maximum credit hours completed: 15 cr hrs for fall and winter terms (September - April - e.g. 201730 + 201810), 6 cr hrs. for S&S (May - Aug).

**Registration Evaluation**

☐ GR Rate 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 ☐ Comment entered on SGASTDN

☐ Yes Tuition adjustment *or* ☐ No entered on the student account ☐ Financial Services Notified

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

Comments: