Application for Tuition Adjustment in Extenuating Circumstances

STUDENT INFORMATION

1. Last Name

2. First Name

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

4. Telephone

STUDENT ID NUMBER

5. Student’s Primary Faculty or Academic Unit

6. Student’s Campus or Federated College

7. Term: [ ] Winter (Jan-Apr) [ ] S & S (May-Aug) [ ] Fall (Sept-Dec)

8. Year

Registrar’s Office Use Only

9. Date stamp

10. Form was received:

11. Automated Adjustment:

12. Class Drop Required Before Processing

13. RO Decision

14. Date adjustment for UR Self-Service / staff assisted drop

15. Adjustment eligibility

16. Effective Date

Student Action - see Tuition and Fees section of the current UG Calendar

1. Complete the top portion of this form.

2. Drop the class(es) in UR Self-Service or with your academic area. List the class(es) for which you are requesting consideration.

3. Indicate the extenuating circumstance (reason).

4. Indicate how your class was dropped and your class participation.

5. Sign and date the form and provide supporting documentation.

Class(es) must be dropped before this application is submitted. The date used to calculate the adjustment, if eligible, is the date of withdrawal in UR Self-Service or the date a written withdrawal request was received in the academic area.

Supporting Documentation Required - the University reserves the right to verify the authenticity of any supporting documentation that has been submitted.

1. Serious illness or accident including hospitalization

2. Death or serious illness of immediate family member

3. Involuntary job transfer or call to military duty

4. Student registration error

5. University error

4. Class dropped: [ ] UR Self-Service or [ ] Application for Grade Adjustment After Late Withdrawal or Retroactive Change in Extenuation Circumstance.

Class Participation - what was your last date of class activity, course work submitted, or attendance for this term?

5. The deadline for application is one calendar year from the end of the term for which the adjustment is requested. Submit this form to the Registrar's Office with the required supporting documentation.

Registrar's Office Use Only

1. Medical

2. Compassionate

3. Involuntary Change

4. Student error

5. University error

6. Other extenuating circumstance

7. One-time tuition adjustment

8. Beyond one calendar year

9. Notes

Initials

10. FeeAsmnt-On/Off

11. Account Reviewed

12. Copy Academic Area

13. SAFA-Student Loans

14. SAFA-Scholarship

15. FS-Receiveable Supervisor

16. FS-External Accts Receivable

January 2019