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the above specified reasons, will be the date that the student withdrew on UR Self-Service, or the date the class was withdrawn in Banner, or the date the withdrawal request was received in writing from the student unless the student ceased attending classes on a date which is supported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).

<table>
<thead>
<tr>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
<th>Week 6</th>
<th>Week 7</th>
<th>Week 8</th>
<th>Week 9</th>
<th>Week 10</th>
<th>Week 11</th>
<th>Week 12</th>
<th>Week 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>77%</td>
<td>69%</td>
<td>62%</td>
<td>54%</td>
<td>46%</td>
<td>38%</td>
<td>31%</td>
<td>23%</td>
<td>15%</td>
<td>8%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

口 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.

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within one calendar year are to be submitted to the Registrar's Office (U of R) only after the class(es) are in withdrawn status, and with supporting documentation.

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

口 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

<table>
<thead>
<tr>
<th>Last Name *</th>
<th>First Name *</th>
<th>Student ID *</th>
<th>Term *</th>
</tr>
</thead>
</table>

#### Student Choice

- Student Application Reason / Class Participation / Supporting Documentation  
* Indicates required information

口 Please provide the reason for your application. *

口 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.

#### Registrar's Office Use Only

- Automated outcome based on the Academic Schedule and the student date of withdrawal in UR Self-Service/Banner.

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Drop Effective Date DD-MM-YYYY</th>
<th>PoT</th>
<th>Refund TUI</th>
<th>FEE</th>
<th>Status Code</th>
<th>Adjustment TUI</th>
<th>FEE</th>
<th>Drop Effective Date DD-MM-YYYY</th>
</tr>
</thead>
</table>

#### Notes:

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.

- Medical/Compassionate
- Involuntary job transfer
- Student registration error

- Insufficient/no documentation
- Beyond one calendar year
- Previous one-time only
- Late drop/missed deadline
- Student choice

- Term assessment - On/Off
- Account reviewed
- External Accounts (FS)
- Receivables Supervisor (FS)

- Student Loans/Scholarships(SAFA)
- Copy to student
- Re-appeal to Registrar

- User Initials

ATA Form Effective June 2021