

Application for Tuition Adjustment

STUDENT INFORMATION

STUDENT NUMBER

Last Name _____	First Name _____
Email - The U of R's official means of communication is to your University of Regina email account. Telephone: () _____	
Student's Primary Faculty or Academic Unit <input type="checkbox"/> AR <input type="checkbox"/> BU <input type="checkbox"/> CE <input type="checkbox"/> CT <input type="checkbox"/> ED <input type="checkbox"/> ES <input type="checkbox"/> GS <input type="checkbox"/> KI <input type="checkbox"/> MP <input type="checkbox"/> NU <input type="checkbox"/> SC <input type="checkbox"/> SW <input type="checkbox"/> SP <input type="checkbox"/> SA	Student's Campus or Federated College <input type="checkbox"/> U of R <input type="checkbox"/> Campion College <input type="checkbox"/> Luther College <input type="checkbox"/> First Nations Univ of Canada

TERM

✓ Check only one

Winter (Jan-Apr) ⤴ Year: _____

Spring/Summer (May-Aug) ⤴ Year: _____

Fall (Sep-Dec) ⤴ Year: _____

Students who withdraw from one or more classes after the 100% deadline period may be eligible for an adjustment of tuition based on the portion of the term they were unable to attend for any of the following reasons:

1. Serious illness or accident;
2. Death or serious illness of an immediate family member;
3. Hospitalization as a result of serious illness or accident; or
4. Involuntary Job transfer.

⚠ Mandatory term-based fees and mandatory course-based fees are not adjusted. The date used to calculate the adjustment will be the date the student withdrew on UR Self-Service 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).

Adjustments for tuition for classes in Part of Term 1 are as follows:

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

Adjustment of tuition for classes in other PoTs are prorated proportionately to the PoT.

Student Action

⊘ 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 student date of withdrawal in Banner.					⚠ Adjusted outcome, <i>if eligible</i> , based on this application			
Status Code	Drop date in Banner DD - MMM - YYYY	PoT	Refund Tui	Fee	Status Code	Adjustment Tui	Fee	Drop Effective Date: DD - MMM - YYYY

Class Participation

❓ Have you dropped your class(es) or submitted a drop request to your academic area? Yes

❓ What was your last date of class activity, course work submitted, or attendance for this term? _____ DD - MMM - YYYY

Reason for application (✓check only one) and supporting documentation to be submitted:

<input type="checkbox"/> Serious illness or accident including hospitalization	⤴ University of Regina Student Medical Certificate that has been completed by a Physician or Nurse Practitioner.
<input type="checkbox"/> Death or serious illness of immediate family member	⤴ One of the following: • Copy of death certificate or obituary. • Letter from a Physician or Nurse Practitioner verifying the serious illness. • Letter from a certified health professional (Social Worker, Counsellor, Psychologist, etc.).
<input type="checkbox"/> Involuntary job transfer or call to military duty	⤴ A letter of support from the employer relating to the date of the required change
<input type="checkbox"/> Student registration error	⤴ Written explanation from the student is to be attached.

A one-time adjustment of tuition only may be possible when a student has made a registration error. There will be no further fee adjustments for any subsequent errors.

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

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 tuition 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.



_____ Student's Signature

_____ DD - MMM - YYYY

⊘ The deadline for application is one calendar year from the end of the term for which the adjustment is requested. Applications within one calendar year are to be submitted to the Registrar's Office.

Do not write below this line

REGISTRAR'S OFFICE USE ONLY

Reason	Eligible	Not eligible:	Process and Notification	Notes:	
<input type="checkbox"/> Medical or compassionate <input type="checkbox"/> Involuntary job transfer <input type="checkbox"/> Student registration error <input type="checkbox"/> Not supported	<input type="checkbox"/> Reason supported <input type="checkbox"/> Prorated <input type="checkbox"/> Partial <input type="checkbox"/> One-time only	<input type="checkbox"/> Insufficient documentation <input type="checkbox"/> Beyond one calendar year <input type="checkbox"/> Other	<input type="checkbox"/> Term assm't-On/Off <input type="checkbox"/> Account reviewed <input type="checkbox"/> Student - emailed <input type="checkbox"/> Re-appeal	<input type="checkbox"/> Student Loans (SAFA) <input type="checkbox"/> Scholarships (SAFA) <input type="checkbox"/> External Accounts (FS) <input type="checkbox"/> ReceivableSupervisor (FS)	_____ _____ _____

Initials DD - MMM - YYYY