### Application for Tuition Adjustment in Extenuating Circumstances

#### STUDENT INFORMATION

1. **Last Name**
2. **First Name**

<table>
<thead>
<tr>
<th>Email - The U of R's official means of communication is to your University of Regina email account.</th>
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<tbody>
<tr>
<td>Telephone</td>
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<tr>
<th>Student's Primary Faculty or Academic Unit</th>
<th>Student's Campus or Federated College</th>
<th>Term:</th>
<th>Year</th>
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<tr>
<td>AR</td>
<td>BU</td>
<td>CE</td>
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#### Registrar's Office Use Only

**Date stamp**

**Form was received:**

**Automated Adjustment:**

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

**Class Drop Required Before Processing**

- Adjustment eligibility
- Effective Date

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<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Credit/Hrs</th>
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#### Supporting Documentation Required

- **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.

#### 3. Reason

- **check only one** of the following five reasons:

  - [ ] Serious illness or accident including hospitalization
  - [ ] Death or serious illness of immediate family member
  - [ ] Involuntary job transfer or call to military duty
  - [ ] Other extenuating circumstance
  - [ ] University error

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

  - [ ] University of Regina Student Medical Certificate that has been completed by a Physician or Nurse Practitioner.
  - One of the following: • Copy of death certificate or obituary. • Letter from a Physician or Nurse Practitioner verifying serious illness • Letter from a certified health professional (Social Worker, Counselor, Psychologist, etc.)
  - A letter of support from the employer relating to the date of the required change.

- Tuition adjustments, when eligible, are prorated. Mandatory term-based fees and mandatory course-based fees are not adjusted.

- A written explanation is to be attached.

- Complete details with supporting documentation. If supporting documentation is not available, provide dates and other information that will help support your request.

#### 4. Class dropped:

- [ ] UR Self-Service
- [ ] Application for Grade Adjustment After Late Withdrawal or Retroactive Change in Extenuation Circumstance
- [ ] Class Participation - was your last date of class activity, course work submitted, or attendance for this term?

The University of Regina collects and creates information about students (“personal information”) 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 purposes of admission, registration, and other decisions on students’ academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students’ society and alumni association, and will be reported as required by federal or provincial authority. 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 at (306)585-4956.

#### 5. Student’s Signature

**DD - MMM - YYYY**

**FeeAssmnt-On/Off**

**Account Reviewed**

**Copy Academic Area**

**SAFA-Student Loans**

**SAFA-Scholarship**

**FS-Receiveable Supervisor**

**FS-External Accts Receivable**

**September 2018**