

FALL/WINTER COURSE CHANGE FORM

Please note that your request will be subject to the current term's course change and refund deadlines, as outlined in the Student Contract.

Student Name: _____ Student Number: _____

E-Mail Address: _____ Phone Number: _____

Do you have any financial aid requirements (for tuition benefits, spousal tuition benefits, loans, scholarships etc.) that might be impacted by this change? Please remember that Regent bursaries/scholarships require you to be registered in at least 9 on-campus credits. No Yes
If yes, please provide details: _____

Use this form to: (i) add, drop or change courses for which you have registered; (ii) change the credit hours or credit/audit status of a course (drop the course as it is, then add it as you would like to have it registered); or (iii) drop or exchange a distance education course.

To register for a distance education course please use a Distance Education Registration Form.

Course #	Section	Course Title	Drop		Add	
			Credit Hrs	Audit Hrs	Credit Hrs	Audit Hrs

The fee for dropping a course is \$10 for regular courses and \$25 for distance education courses. These are due with the submission of this form. No fee is charged for dropping a course prior to the Early Registration Deadline. There is no fee for adding a course or for changing the number of credits or the credit/audit status.

If you are adding a course before it begins, see the Student Contract for fee payment deadlines; otherwise, tuition and fees are due immediately. If by adding credit or audit hours, the total number of hours you are registered for this term rises to 4 or more, you will be liable for the Student fees (see the Student Contract for details). Please note also that a change in the total number of credits that you're registered in may result in a recalculation of all your tuition charges.

For a refund of a credit balance on your student account, please complete a Student Account Overpayment Form.

Student Signature: _____ Date: _____

Credit Card Payment: PLEASE CHECK ONE BOX

Charge my credit card with the total of money still owing on my student account.

Charge my credit card with any new tuition fees for courses being added on this form.

Charge my credit card with the \$10.00 (\$25.00 for distance education courses) drop fee only.

Visa MC

Card Number
Expiry Date

Cardholder Name
Signature