

# 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: \_\_\_\_\_  
Surname Given Name Middle Name

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Check (  ) if you (or your spouse) are a recipient of any of the following:**

- Regent Scholarship or Bursary
- Credit or Audit Tuition Benefits
- Government student loans

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 balance 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

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Card Number
Expiry Date

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Cardholder Name
Signature