

## LATE WITHDRAWAL

Your request for Late Withdrawal (with or without tuition refund) must be accompanied by the following documentation:

- A clear and detailed written explanation of the unforeseen event(s) or circumstance(s) which prevented you from dropping the course(s) by the deadline. Indicate if you are asking for a refund (financial credit) of fees for this course(s).
- A written statement from the instructor of the course(s) confirming when you stopped attending class and that you did not complete course work or exams after that date.
- All relevant documentation which supports your case. This might include (but is not limited to) such documents as:
  - Student Request Medical Certificate duly completed, signed and stamped by a licensed medical practitioner (the MD's licence number must be clearly noted on the form).  
The Medical Certificate is available online at: [concordia.ca/students/registration/course-withdrawals.html](http://concordia.ca/students/registration/course-withdrawals.html)
  - hospital record(s)
  - death certificate
  - accident/police report
  - travel tickets

### Important information to keep in mind when submitting a late withdrawal request (DNE):

- If your request is approved and the requested course(s) are removed from your academic record (DNE), then you may no longer be eligible for financial aid for the semester during which you initially took the course(s). If you have concerns about potentially losing your financial aid or having to repay it, please reach out to [fundingyoureducation@concordia.ca](mailto:fundingyoureducation@concordia.ca) or your funding agency to confirm the conditions of your financial aid before submitting your late withdrawal request.
- International Students whose status may retroactively change to part-time as a result of the approval of their late withdrawal request (DNE) are encouraged to email [iso@concordia.ca](mailto:iso@concordia.ca) to confirm if they should request that DISC notation(s) remain on their record in order to avoid potential immigration issues.

### Submit your request as follows:

- Students registered in a **Faculty of Arts and Science** program must submit to the academic department housing the program in which they are registered.
- Students registered in a **Gina Cody School of Engineering and Computer Science** program must submit to the Faculty Student Academic Services Office.
- Students registered in a **Faculty of Fine Arts** program must submit to the Faculty Undergraduate Student Academic Services Office.
- Students registered in a **John Molson School of Business** program must submit to the Faculty Undergraduate Programs Office.

Please be advised that refunds are only granted in limited, exceptional cases and may require further explanation or documentation to be submitted.

## LATE REGISTRATION

Your request for Late Registration must meet the following conditions and be accompanied by the following documentation:

- You have the necessary pre-requisites to take the course.
- You have no outstanding balance owed on your student account
- A letter from the instructor indicating his/her approval of your late registration including the full Course Name, Number, Session, and Section; the date that the letter was written; the signature of the instructor; and the instructor's name clearly printed beside the signature. (Separate letters for EACH course must be submitted)
- A clear and detailed written explanation outlining the reasons why you were not able to register for the course(s) during the regular University registration period.

### Submit your request as follows:

- Students registered in a **Faculty of Arts and Science** program must submit to the academic department housing the program in which they are registered.
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- Students registered in a **Faculty of Fine Arts** program must submit to the Faculty Undergraduate Student Academic Services Office.
- Students registered in a **John Molson School of Business** program must submit to the Faculty Undergraduate Programs Office

### Exceptional circumstances:

- In certain **very limited** circumstances, a student may be granted a late withdrawal (DNE) or a full/partial refund on a discontinued (DISC) course after the DNE deadline. Late withdrawals and refunds are only given when you could not have withdrawn before the DNE deadline because of **serious extenuating circumstances**. These circumstances must be **unforeseeable and beyond your control**.
- Please note that, if your request is approved, the University Retroactive Withdrawal Committee will decide whether you qualify for a retroactive DNE or a full/partial refund with a DISC notation.
- In some cases when DNE's are granted, an administrative fee of **35\$ per credit** may be applied.

## Student Request For Late Withdrawal, Late Registration and Tuition Refund

**Application Form:**

Student I.D. No.: \_\_\_\_\_ Faculty and Program: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Email: \_\_\_\_\_

*Please type or print legibly:*

I want to <b>WITHDRAW</b> from the following course(s):	I want to <b>ADD</b> the following course(s):																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 2px;">COURSE &amp; SESSION (HIST 202/2)</th> <th style="width: 40%; padding: 2px;">SECTION (AA)</th> </tr> </thead> <tbody> <tr><td>(1) _____</td><td>_____</td></tr> <tr><td>(2) _____</td><td>_____</td></tr> <tr><td>(3) _____</td><td>_____</td></tr> <tr><td>(4) _____</td><td>_____</td></tr> </tbody> </table> <p style="margin-top: 10px;">If you are requesting a tuition refund, please check this box: <input type="checkbox"/></p>	COURSE & SESSION (HIST 202/2)	SECTION (AA)	(1) _____	_____	(2) _____	_____	(3) _____	_____	(4) _____	_____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; padding: 2px;">COURSE &amp; SESSION (HIST 202/2)</th> <th style="width: 40%; padding: 2px;">SECTION (AA)</th> </tr> </thead> <tbody> <tr><td>(1) _____</td><td>_____</td></tr> <tr><td>(2) _____</td><td>_____</td></tr> <tr><td>(3) _____</td><td>_____</td></tr> <tr><td>(4) _____</td><td>_____</td></tr> </tbody> </table>	COURSE & SESSION (HIST 202/2)	SECTION (AA)	(1) _____	_____	(2) _____	_____	(3) _____	_____	(4) _____	_____
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Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_  
Please PRINT Name

Office: \_\_\_\_\_

Received on: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments/Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Please PRINT Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_