



LATE ENROLLMENT APPEAL

Late enrollment appeals should be used by students to enroll or re-enroll after classes start.

Requirements for submitting enrollment appeal:

- After the last day to add a class, late enrollment appeals must be received by the end of the refund period for that course.
- If dropped for non-payment, a \$50 late enrollment fee plus a minimum of one-third of tuition is due.
- **DO NOT ATTACH PAYMENT TO THIS REQUEST.**

STUDENT INFORMATION:

X-Number _____ or Social Security No. _____

Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

SEMESTER: (circle term and fill in year) FALL SPRING SUMMER _____
Year

LIST COURSES THAT SPECIFICALLY RELATE TO THIS REQUEST:

FOR OFFICE USE

CRN or Ticket Number	Course Name	Late add	Re-Enroll	Switch Section

ARE YOU RECEIVING FINANCIAL AID? (circle one) YES NO

Please Note: The Late Enrollment Appeal Committee will contact you of its decision. **Committee decisions are final.** Students will be allowed one appeal per course per semester.

Student Signature _____ Date _____

For Office Use Only

Date	Status	Initials	Date	Status	Initials
	Appeal Rec'd/Logged			Phone Contact	
	Ready to Review			Processed on Computer	
	Reviewed by Committee			Comment Screen Done	

1/17/2012 (201220)

Complete both pages

