

**REGISTRATION REVISION FORM**

<b>LAST NAME:</b>		<b>ACADEMIC YEAR:</b>	
<b>FIRST NAME:</b>		<b>REGISTRATION STATUS:</b> (please check 4 one of the boxes below)	
<b>DATE:</b>		<input type="checkbox"/> <b>Full-Time</b>	<input type="checkbox"/> <b>Part-Time</b> <input type="checkbox"/> <b>Occasional</b>

**Revisions or changes permissible DURING the Registration Revision Period are:**  
Add, Audit to Credit, Credit to Audit or Drop

TYPE OF REVISION	COURSE NUMBER	COURSE NAME	SEMESTER	CREDIT HOURS

**Revisions or changes permissible AFTER the Registration Revision Period are:**  
Voluntary Withdrawal (until stated mid-semester date) or Withdrawal (only for unusual circumstances with the approval of the Academic Dean)

TYPE OF REVISION	COURSE NUMBER	COURSE NAME	SEMESTER	CREDIT HOURS	REASON FOR REVISION

**Signatures:**

_____	_____
Student	Date
_____	_____
Academic Advisor or Department Chair	Date
_____	_____
Registrar	Date

**FOR OFFICE USE ONLY**

Payment required: _____	<table border="1"> <thead> <tr> <th colspan="2"><b>FINANCIAL ADJUSTMENT (authorizations)</b></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Payment</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Tuition refund</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> ExL Textbook</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> N/A</td> <td>_____</td> </tr> </tbody> </table>	<b>FINANCIAL ADJUSTMENT (authorizations)</b>		<input type="checkbox"/> Payment	_____	<input type="checkbox"/> Tuition refund	_____	<input type="checkbox"/> ExL Textbook	_____	<input type="checkbox"/> N/A	_____
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<input type="checkbox"/> N/A	_____										
Receipt #: _____											
Refund required: _____											
Cheque #: _____											
Enrollment Counsellor: _____											
Date: _____											

In keeping with the Federal Privacy Laws, personal information collected will be used for the purposes of Enrollment: registering students, maintaining student records, processing student payment, gown orders, providing Blackboard accounts (ExL), to inform of future courses available and of Student Development: making housing arrangements for Booth College students and non Booth College students, providing counseling services to students, coordinating Student Life, organizing chapel, and contacting students. The personal contact information will be used in case of emergency. If you have any concerns about this, wish to opt out, or for more information on our Privacy Policy, please contact our Privacy Officer at [privacy@boothcollege.ca](mailto:privacy@boothcollege.ca) or call (204) 947-6701 or check out our website at [www.boothcollege.ca](http://www.boothcollege.ca).

original to Enrollment Counselor/Registrar; cc: Student, Advisor or Department Chair, Accountant