REQUEST FOR LATE ENROLLMENT ADJUSTMENT

A late add or late withdrawal is an exception to George Mason University policy and is only considered when there are circumstances beyond a student’s control. It is strongly recommended that a student meet with an Academic Advisor prior to submitting this request. Please note that any required documentation must be provided within 30 days of receipt of this request or it will not be considered.

Student Name: ___________________________ Date: ___________________________

Major: ___________________________ G Number: ___________________________

Mason E-Mail: ___________________________ @masonlive.gmu.edu Daytime Phone: ___________________________

(Please note that any required documentation must be provided within 30 days of receipt of this request or it will not be considered.)

Prior to pursuing this request: If you are receiving any form of financial aid, review your status with the Office of Financial Aid. If you are an International student, contact the Office of International Programs and Services.

Semester and Year of Course(s) to be Added/Withdrawn: □ Fall □ Spring □ Summer 20 __________

Action Requested:

□ Late Add
□ Late Withdrawal from entire semester (even if enrolled in only one course)
□ Late Withdrawal from one (not all) courses

* Late add(s) may be subject to additional fees. Please contact the Mason Student Accounts Office for more information.

** Course(s) will not be removed from your transcript. Your grade will show as a “W”

Course/CRN to be added/withdrawn: ___________________________ / ___________________________

_________________________ / ___________________________

_________________________ / ___________________________

Current hours this semester BEFORE this add/withdrawal action: __________

The following must be submitted with this form:

1. Written statement explaining the specific circumstances concerning your request, including relevant dates of events which prevented you from registering or completing your courses (e.g. change in employment, required travel, medical, etc.) during the University’s add/withdrawal dates.

2. Relevant documentation e.g. letter from employer or physician on professional letterhead, verifying extenuating circumstance(s) and including the exact dates of occurrence and notification.

3. Academic Status Form(s) for each course for which you are requesting an adjustment. The form must be completed by the Professor and returned to the School of Business, Office of Student Success and Academic Services, MSN 5A, or submitted with your request.

4. If you plan to request a tuition refund/waiver, please read the reverse of this form.

5. For International Students on F-1 or J-1 Visa Status: You must provide documentation that you have met with a counselor at the Office of International Programs and Services if your request results in dropping below full-time status (12 credit hours).

DIRECTOR’S DECISION

Approved: _________________ Denied: _________________

Comments: ____________________________________________________________________________

_____________________________________________________________________________________

Director of Undergraduate Programs
School of Business

Date

cc: Student File

Forms Undergrad Revised 09/16
TUITION WAIVER AND REFUND REQUEST

George Mason University may exempt tuition and fees from a student account provided the student meets the University’s provisions on tuition appeals, submits appropriate supporting documentation and is completely withdrawn from all of their classes. Please note: while class withdrawal is required prior to filing an exception request, academic withdrawals rarely result in financial remission. Financial exceptions are only approved in cases when something rare and unexpected occurs that precludes the student from attending all classes for a term. Appeals that do not meet the criteria for an exception will not be approved.

Please be advised that filing a tuition appeal does not exempt your account from the assessment of collection and/or financial penalties when applicable. Tuition and fees must be paid when due. The Tuition Exception Request Form is found at: http://studentaccounts.gmu.edu/wp-content/uploads/TuitionException.pdf