

a stipend/tuition scholarship?      Yes      No

Name: \_\_\_\_\_ B Number: \_\_\_\_\_  
Last                                      First                                      Middle Initial

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

Coursename and number: \_\_\_\_\_ Semester: \_\_\_\_\_

CRN: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Justification (please specify)

**NOTE: THIS IS A REQUEST FOR CONSIDERATION ONLY**

- x If processing a late add, I ACCEPT FINANCIAL LIABILITY for tuition and fees ~~to~~ to course enrollment change requested on this form.
- x If processing a late drop, I understand that I will not receive a reduction in charges in accordance with the ~~SUNY B~~ SUNY B Trustees policy.
- x I understand that academic deadlines add and drop deadlines are not related to the deadlines for determining tuition liability
- x I agree to make payment by the deadline on my next electronic billing statement and acknowledge that partial payments are subject to additional fees.
- x I understand that outstanding balances will result in an Accounts Receivable hold that will prohibit access to registration transcripts.
- x I understand that I will be liable to pay the Late Add/Change/Withdraw Fee of \$20 for each late registration change requested.

Instructor name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Action: