



Request for an Exception to Waive \$50 Late Registration Fee for Registration Changes After the Add/Drop Period

PLU policy, as recorded in the 2006-2007 PLU Catalog, requires that a \$50 late registration fee be charged for any registration change after the add/drop period. No fee is charged during the first ten days of the semester. (Please reference the January and Summer term class schedules for the add/drop fee schedule during those terms).

If you have extraordinary circumstances that you believe justify the fee being waived, complete the information below. Please attach the signed add/drop form for the course(s) and return the form to the Student Services Center in Hauge 102.

**If your request is approved, the \$50 late registration fee will be waived.
A "W" will continue to appear on the transcript to indicate withdrawal from the
course(s). Tuition for any withdrawn courses will continue to be charged.**

Full Name: _____

PLU ID Number: _____

Date: _____

Phone Number: _____

Email Address: _____

Late-added Course(s): _____

Withdrawn Course(s): _____

Extraordinary Circumstance (please explain):

Please turn this form into the Student Services Center.
Responses can be expected within one week of submission of this completed request.

Revised 7/6/2006