

Late Enrollment Petition for All Pre-Census Requests

(accepted February 14 – 21)

Note: Use this form only for all Pre-Census Requests.

Instructions and Conditions :

1. If **disenrolled for non-payment**, you are required to add back **all classes** from which you were dropped, unless the department does not approve your request.
2. Type in all fields and print out the form
3. Include **a personal state ment** explaining the extenuating circumstances that prevented you from registering by the add deadline or paying your tuition fees by payment due date if applicable.
4. Obtain signatures of instructors. **Department chairs' signatures are required** if your request is due to reason other than disenrollment for non-payment.
5. If you are receiving financial aid, take this petition to the Financial Aid office to have Part III signed and stamped. If you are eligible only for partial aid, you will be responsible to provide personal funds to cover the full tuition and fees in all classes previously enrolled.
6. Take this petition to Cashiering to have the **“Tuition Fees Paid” section** completed and stamped. You must pay the enrollment fee (see table below) and all tuition fees due before submitting the form. **Forms of payment** accepted in person for late enrollment are cash, money order, or cashier's checks. Personal checks are not acceptable.

Late Enrollment Fees

Pre-Census Late Enrollment fee	\$ 45
Post-Census & Retroactive Late Enrollment fee	\$200

7. Once all areas are complete with all signatures obtained and all fees paid, submit your form (with your personal statement and supporting documents attached) to window “R” in the Student Services Center (SSC) for review, approval, and processing.
8. An incomplete petition will be returned and you will be held to all deadlines.
9. **Late Enrollment will not be honored once a degree has already been posted on the transcript.**



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Office of the Registrar One Washington Square San José, CA 95192-0009

Part I:

Term & Year . Your request for Pre-Census Late Enrollment is due to:

Disenrollment for non-payment Other reasons**

Table with 6 columns: SJSU ID, Last name, First name, Major, Phone (cell preferred), E-mail address*

*please keep your e-mail address in MySJSU current for SJSU notification

Part II:

This section is required for all Pre-Census requests due to other reasons**

Table with 8 columns: 5 Digit Class #, Subject area & Catalog #, Sect., Units, Instructor's printed name, signature & date, Yes/No, Dept. chair's printed name, signature & date, Yes/No

Part III: Award section (Financial Aid Office):

Do you have Financial Aid? Yes No. If you have no Financial Aid, go to Part IV (No Stamp is needed).

Amount awarded \$ Financial Aid's Stamp:

Amount available today: \$

Part IV: Tuition Fees owed section (Cashiering):

Total tuition including late fee paid \$ Cashiering/ Bursar's stamp:

(This does not include any other course fees that may apply.)

Part V:

I understand the conditions of the Late Enrollment Request: Student signature Date

For Office of the Registrar's Use Only:

Received by: Date Processed: By: Notified Student Date: