



## Petition to Enrol Late Form

**Incomplete petition submissions will not be accepted for processing.**

You must ensure **all** petition documents are submitted at the same time in one package. Incomplete petitions will be cancelled and the documents will be returned to the local mailing address currently on your record within the Student Information System. E-mail submissions will not be accepted.

**Attention Academic Units:** this form is to be used only as part of a complete academic petition submission. If the department and the course instructor wish to give special permission to a student to enrol in a course after the sessional date "last day to enrol with permission of the instructor", but before the end of November for F and Y Term courses or the end of February for W Term courses, you must use the **Request to Enrol Late Form** available from the Registrar's Office. After these deadlines, or if the student does not have the approval of the department and/or instructor, the student must submit a complete petitions package, including this **Petition to Enrol Late Form**.

### Student Information (please print)

Student Number	Last Name/Family Name	Given Name(s)
Telephone	E-mail	Home Faculty

**Keep your information up-to-date!** Make sure we have your current contact information by visiting the **My Student Records** section of [My Online Services](#).

Indicate the term/session in which you wish to enrol late (check one and enter year):

Fall 20\_\_\_\_
  Winter 20\_\_\_\_
  Summer 20\_\_\_\_

### Course(s) requested for late enrolment

Term	Faculty	Subject	Course Number	Section	Tut/Lab	Catalogue Number
In Attendance Since (dd/mm/yy)			Course Director's Signature			
Department confirmation of availability of space in course						

Explanation (please specify; use back of form if more space is required)

- **Approval of petition:** By submitting this petition, you are signifying that you request enrolment in the course(s) above. If your petition is approved, you will automatically be enrolled in your course(s). You can check your enrolment by accessing the Registration and Enrolment Module (REM) from the Current Students Web site.
- **Fees:** If you have not yet paid fees for this term it is **your** responsibility to submit payment for your course(s) **immediately**. Please visit the Current Students Web site([sfs.yorku.ca/fees/paying/](http://sfs.yorku.ca/fees/paying/)) for information on how to pay through your bank. You are liable for **all** fees. You will not be dropped from the course(s) if payment is not received.

Student's Signature	Date (dd/mm/yy)
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965*. The information will be used to process and adjudicate your petition or appeal, and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.

<b>For Faculty/Departmental Use Only</b>	Override permission mounted by:	Date:
<b>Registrar's Office Use Only</b>	Input:	Date: