

**INSTRUCTIONS**

1. Complete student name, T-number, signature and date.
2. Complete ALL course information (CRN MUST BE ENTERED).
3. Acquire all required signatures.
  - a. Instructors are approved to sign for courses where instructor permission is required and for closed (full) classes.
  - b. Department signature is required for: department permission, prerequisite overrides, co-requisite overrides, major restriction overrides, permission to take a course without the corresponding lab, and permission to take a lab without the corresponding course.
4. If submitted via fax, MUST be accompanied by a copy of a readable photo ID. If submitted as an email attachment, MUST be from an email associated with the student record within our student information system (BANNER).
5. See the Academic Calendar for all registration related deadlines including add/drop and changes from credit to audit and withdrawals.

Office Stamp

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ T-Number: \_\_\_\_\_  
Last First MI (or SSN if you do not know your Student ID#)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADD**

CRN	SUBJ	COURSE#	SECTION	CR	Instructor Approval	Department Approval	Date

**COMMENT:** \_\_\_\_\_

**DROP/WITHDRAW**

CRN	SUBJ	COURSE#	SECTION	CR

**PAYMENT OF FEES/PROMISE TO PAY:** I understand that when I register for any class at Southern Utah University, or receive any service from Southern Utah University, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Southern Utah University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs, by the published or assigned due date. I understand that if I'm unable to pay my tuition and fees in the FULL by the published due date, I can enroll in a monthly payment plan: <https://www.suu.edu/cashier/options.html>. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at Southern Utah University tuition refund policy/schedule <https://www.suu.edu/cashier/refund.html>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

**DELINQUENT ACCOUNT/COLLECTION:** Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Southern Utah University by the scheduled due date, Southern Utah University may place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma. Additionally, I agree that Southern Utah University shall have the right to offset any monies due to me from Southern Utah University against the past due balance. Also, Southern Utah University may place a lien on future Utah State Tax refunds until all delinquent balance obligations are satisfied. Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Southern Utah University by the scheduled due date, Southern Utah University may assess late payment fees at the rate of \$35.00 per month on the past due portion of my student account until my past due balance is paid in full. Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Southern Utah University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Southern Utah University may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, not to exceed 40% of the original principal balance of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

**COMMUNICATION:** Method of Communication: I understand and agree that Southern Utah University uses e-mail and/or text messaging as an official method of communication with me, and that therefore I am responsible for reading the e-mails and/or text messages I receive from Southern Utah University on a timely basis. Contact: I authorize Southern Utah University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Southern Utah University, or to receive general information from Southern Utah University. I authorize Southern Utah University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to Southern Utah University Cashier's Office or in writing to the applicable contractor or agent contacting me on behalf of Southern Utah University.

**ENTIRE AGREEMENT:** This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Southern Utah University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Southern Utah University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

**CREDIT / AUDIT CHANGE**

CRN	SUBJ	COURSE#	SECTION	CR	ACTION	Instructor Approval	Date
					<input type="checkbox"/> Audit to Credit <input type="checkbox"/> Credit to Audit		
					<input type="checkbox"/> Audit to Credit <input type="checkbox"/> Credit to Audit		