

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 petition package, including this **Petition to Enrol Late Form**.

1. Personal Information (please print)			
Student Number:		Home Faculty:	
Last Name:		First Name:	
Telephone:		E-mail:	
Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web Site at www.yorku.ca/yorkweb/currentstudents/mystudentrecords			

Indicate the term/session in which you wish to enrol late (check one and enter year):
 Fall 20_____ Winter 20_____ Summer 20_____

2. Course(s) requested for late enrolment							
Term	Faculty	Subject	Course Number	Section	Tut/Lab	Catalogue Number	In Attendance Since
Course Director's Signature						Date	
Department Confirmation of availability of space in course						Date	
Term	Faculty	Subject	Course Number	Section	Tut/Lab	Catalogue Number	In Attendance Since
Course Director's Signature						Date	
Department Confirmation of availability of space in course						Date	

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 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 Student Web site 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: _____

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 Office of the Associate Dean, Students, York University, N926 Ross Building, 4700 Keele Street, Toronto, ON M3J 1P3, 416-650-8193.

OFFICE USE ONLY: Date Received:	SCAN	PES
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