

IMPORTANT

Please **review all fee policies and course/program regulations prior to submitting** this form. Any required withdrawal fees will be charged to your account prior to processing any applicable refunds. Registering through our on-line system is immediate and secure. Please log into myAU to register for your upcoming course(s). This form is **for students who are ineligible to register on-line**.

Please indicate your reason for submitting this form by checking the corresponding box below:

I am currently in 6 active courses and need to register in more than 6.

I am a sponsored student. My band/employer/organization will be covering the costs.

I am a student in a collaboration or partnership agreement (Western Dean's Agreement).

I can only pay by e-transfer and my banking institution is not listed as accepted in the on-line registration system. Name of institution:

I have an approved exception and the PDF was requested by _____.

I am registered with AU Accessibility Services and would benefit from using this PDF form.

I am paying for my course(s) with a bursary currently on my student account.

If you are an FHD graduate student **looking to register in undergraduate courses**, please complete the [undergraduate manual registration form](#) and return this to the Registrar's Office.

Athabasca University has the right to deny PDF registration forms that fall outside of the above defined criteria and it is determined that you are able to complete this transaction online.

PREREQUISITE CONFIRMATION

I have reviewed the applicable syllabus for each course, and confirm that I will have successfully completed all necessary prerequisites by the course start date (see syllabus). I am aware that I am responsible for ensuring that I have the necessary academic preparation for the course(s) that I have requested.

I understand that my Faculty has the right to withdraw me from the course if evidence of no prerequisite coursework is discovered or cannot be presented when requested, and that all withdrawals are subject to a mandatory **Graduate Student Withdrawal fee**.

STUDENT INFORMATION

Last Name: _____

REFERENCE NUMBER: _____

First Name: _____

SPONSORING ID NUMBER: _____

Email Address: _____

Student ID Number: _____

Program: _____

Phone Number: _____

COURSE INFORMATION

The course and fees listed below are for the _____ session.

Course Name and Number	Course Fees	For Office Use Only		
		Approved:	Yes	No
		Approved:	Yes	No
Total Fees				

Comments:

If applicable, please see the [Electronic Funds Transfer](#) page for submission instructions.

If payment is required, **please do not submit your payment until the amount has been confirmed by our Program Office.** Your form will be processed once our office receives confirmation that the required payment has been received by our Finance department. For information on fees, please see your program pages.

Please direct your form and any questions you may have to:

fhdgradadmin@athabascau.ca.

Student Signature: _____

Date: _____

FOR UNIVERSITY OFFICE USE ONLY:

Confirmation of Receipt (E-mail/Phone) _____