



## Petition for Late Contract Registration

Complete the form and obtain the required support statements and approval signatures below.  
Change of Registration forms are required for all actions. \$100 late fee required at the time of registration.

Name _____			Student ID # _____
Address _____			Phone # _____
City _____	State _____	Zip _____	Email _____

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<b>Late Registration requested for:</b>	_____	_____	<b>Total Credits For Quarter:</b>	_____
	quarter	year		

### Student Explanatory Statement

Comments:

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Student Signature _____	Date _____
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### Faculty Supporting Statement (Supporting statement from faculty **MUST** be included for petition to be accepted)

Comments:

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Faculty Signature _____	Date _____
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Print Faculty Name \_\_\_\_\_

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- ☐ I request for the \$50 late fee to be refunded. (additional support required from faculty and student)
- ☐ I request for the \$100 late fee to be refunded. (additional support required from faculty and student)

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**Write statement and sign above (both student AND faculty sponsor) and turn in completed form to:**

- Undergraduate Students - the Academic Deans Office (Library 2002) or by fax: (360) 867-6794
- Graduate Students - to your Graduate Program Office

Dean/Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Dean and Director's approval for contract/internship does not automatically grant registration approval]

**Return completed and signed form to Registration and Records.**

(If you plan to drop credits, please attach the completed Add/Drop Form when submitting to Registration)

<b>Registrar Office Use Only:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied      Signature: _____ Date: _____
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**Registration:** phone (360) 867-6180    fax (360) 867-6680    **Academic Deans:** phone (360) 867-6870    fax (360) 867-6794