

**Student Financial Aid**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ BGSU ID# \_\_\_\_\_

Local phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

In accordance with federal regulations, financial aid is based on the number of credit hours you are registered for as of the 15<sup>th</sup> Day Census Date, established by the Office of Registration and Records. Although Student Financial Aid must adhere to these requirements, we realize that there may be cases where certain exceptions should be made. If you have such a situation, please explain why your drop/add activity was not completed by the Census Date. After reviewing your request, we may require additional documentation from an academic advisor, college office, or professor to substantiate your appeal. All appeals will be reviewed on a case-by-case basis.

**Drop/Add Deadlines (Fall 2009)**

August 30, 2009	Last day to add classes without college permission
September 6, 2009	Last day to drop classes or change grade option without college permission
October 23, 2009	Last day to withdraw with College permission

**Drop/Add Deadlines (Spring 2010)**

January 17, 2010	Last day to add classes without college permission
January 24, 2010	Last day to drop classes or change grade option without college permission
April 2, 2010	Last day to withdraw with College permission

Please explain in detail the reason for the delay in registration: (use the back of this form if needed)

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**Total Credit Hours for Fall:** \_\_\_\_\_ **Total Credit Hours for Spring:** \_\_\_\_\_

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