EVERGREEN
THE EVERGREEN STATE COLLEGE
OLYMPIA, WASHINGTON

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 _____

Late Registration requested for: _____ (quarter) _____ (year) **Total Credits For Quarter:** _____

Student Explanatory Statement
Comments:

Student Signature _____ Date _____

Faculty Supporting Statement (Supporting statement from faculty **MUST** be included for petition to be accepted)
Comments:

Faculty Signature _____ Date _____

Print Faculty Name _____

☐ 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)

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)

Registrar Office Use Only: □ Approved □ Denied Signature: _____ Date: _____

Registration: phone (360) 867-6180 fax (360) 867-6680 **Academic Deans**: phone (360) 867-6870 fax (360) 867-6794