

# Graduate ADD Form for Non-Matriculated Students

**NOTE:** Registration will NOT be processed without name, student ID number, and *all* course information. Students are responsible for correct course department, number, and section information. Students *must* be admitted to a program before their 12<sup>th</sup> credit is graded (4<sup>th</sup> course). An academic petition must accompany this form if submitted after the semester add/drop deadline. Return to the registrar's office in Vilas 117.

Name: \_\_\_\_\_  
SLU Student ID #: \_\_\_\_\_  
Anticipated Grad Month/Year: \_\_\_\_ - \_\_\_\_

**Non-matriculated students must submit registration card with non-matriculated application, available in Education Department.**

SSN \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
DOB: \_\_\_\_\_

## Term and Course Information

Year: \_\_\_\_\_  
Session (Fall, Spring or Summer 1, 2, or 3): \_\_\_\_\_

Course Dept., No., Section, Units: _____, _____, _____, _____	Instructor Signature: _____
Course Dept., No., Section, Units: _____, _____, _____, _____	Instructor Signature: _____
Course Dept., No., Section, Units: _____, _____, _____, _____	Instructor Signature: _____
Course Dept., No., Section, Units: _____, _____, _____, _____	Instructor Signature: _____

**Total Units** \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\* Student signature certifies that student guarantees the payment of tuition & fees for the above courses and has read and agrees to the payment terms on this form.

## Student Statistical Information-Please Complete

Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Alternate Email Address 1) \_\_\_\_\_ 2) \_\_\_\_\_  
(Your SLU email address is used for all official communications)

### Payment Terms:

1. Students are billed mid-month for courses in which they have registered during the last 30 days. Payment to the University is due upon receipt of bill.
2. Interest of 1% per month will be assessed on all balances past due by 30 days or more.
3. Students with past due balances will not be allowed to register for additional courses or for subsequent semesters. Official transcripts will not be released until all financial obligations have been resolved.
4. For any account that must be turned over to a collection agency, the student is responsible for all collection costs.
5. Graduation from St. Lawrence is conditional on meeting the student's financial obligation to the University.

### Waiver Forms:

Students with a valid St. Lawrence University waiver form may send the waiver form and applicable fees to Student Financial Services, Student Center, Canton, NY 13617, Attn: Student Account Clerk. The waiver form and applicable fees are due upon receipt of a bill.

### Tuition Remission:

Students eligible for tuition remission benefits must have a completed and approved remission form on file with Human Resources. Forms may be obtained at the Human Resources Office. Human Resources will submit all approved remission forms to Student Financial Services for processing. Upon receipt of a bill, all applicable fees should be remitted to Student Financial Services with a notation as to the amount of tuition remission to be received.

Additional information regarding St. Lawrence University billing policies may be found at [www.stlawu.edu/sfs](http://www.stlawu.edu/sfs).