



The
University
Of
Sheffield.

LRAF/2011

Registry
Services.

Late Registration Charge Appeal Form

| | |
|----------------------------|--|
| Registration Number | |
| Surname/Family Name | |
| Forenames | |
| Date of Birth | |
| Programme of Study | |

Please provide full information about why you have not registered with the University before the late registration charge deadline. (See notes overleaf).

STUDENT'S SIGNATURE

DATE

| | |
|------------------------|--|
| DEPARTMENT | |
| STAFF NAME | |
| STAFF SIGNATURE | |
| DATE | |
| STAFF COMMENT | |

You must return this form to Registry Services (Level 6, University House)

Notes on Late Registration Charge

In accordance with the General University Regulations, all students are required to register annually, before their year of study begins.

The Late Registration charge in 2011-12 is £50 and will be levied to any student who has not registered within three weeks of their registration start date (e.g. by Monday 17 October 2011 for students whose registration start date is 26 September 2011). The charge should be paid by the student. No invoices will be raised and no sponsors will be charged.

If you believe you have a valid reason for registering late and therefore wish to appeal against paying the Late Registration Charge you must complete and submit this form. Appeals will only be considered if supported by your academic department. We may ask you to provide further documentary evidence in support of your appeal.

Since the University provides temporary registration to students who are awaiting funds or relevant financial documents, these will not be considered as valid reasons for late registration.

You will be informed (via email to your University account) about the outcome of your appeal within eight weeks from the date Registry Services receives your appeal form .

For Office Use Only

| | |
|--------------------|--|
| Date received | |
| Appeal successful? | |
| Notes | |
| Staff Initials | |
| Actioned (Date) | |