Information Regarding the Application to Audit a Course

This form is to be used to:
- request permission to audit a course at Trent University
- one form is to be used per course

Instructions for applicants:

1. Complete and sign the attached form.
2. Contact the department who oversees the course that you wish to audit to obtain permission. Visit the contact page on the department website for contact information. (Ex. www.trentu.ca/anthropology/contact).
3. If the department approves, they will email the form to registrar@trentu.ca and the Office of the Registrar will send you a confirmation of the approval with instructions to make payment.
4. When payment has been made, please send a confirmation email to registrar@trentu.ca and registration will be completed.

Important notes:

- Review and become familiar with the Academic Information and Regulations in the **Academic Calendar** regarding Auditing Courses.
- Your application will not be processed if you have an outstanding balance owing to the University.
- The fee for an audit course is 50% of the regular per course tuition fee (refer to the Academic Calendar for details). Students auditing a course will not be charged ancillary fees for that course.
- Seniors (65+) pay $200 to audit a course.
- A partial refund, according to the University fee refund schedule, will be made to audit students who notify the Student Financial Services Office **in writing** of their withdrawal before the final withdrawal dates, as published in the Trent University Academic Calendar. All refunds are subject to nonrefundable $50.00 administrative charge. There is no refund after the final withdrawal date.
- Audit students will be allowed to participate in classes (lectures, seminars, tutorials, and labs) if the instructor approves but will not appear on class lists.
- Audit students will be required to conform to the enrolment deadlines that are applicable to all degree credit students.
- Once your application is approved and processed, you will receive a confirmation at the email address you provide on the form. After that, all communication will be sent to your Trent email address.
- Deadlines for submitting this application are due prior to the start of the requested session/term.

Office of the Registrar Trent
University
1600 West Bank Drive
Peterborough, Ontario K9J 7B8 registrar@trentu.ca

Need assistance or have questions? Call us at 705-748-1215

TRENT UNIVERSITY   Office of the Registrar

APPLICATION TO AUDIT A COURSE

Please review the *Information Regarding the Application to Audit a Course* before completing and submitting this form. It is strongly recommended that you review the Academic Information and Regulations in the Academic Calendar regarding Auditing Courses.

Step 1: This section to be completed by student

Full Name	Previous surname (if applicable)
Date of Birth (yy/mm/dd)	Trent Student No.(if applicable)

Current mailing address and city	Postal code

Phone No.	Email*

The email address you provide will only be used to notify you about the status of your application for auditing a course. Once you have been approved to audit a course, all official communication will be sent to your Trent email account.

Course Code: Section:

Example: Course Code: CRIM-1615H   Section: W-W01

This information can be found in the Academic Timetable.

In which session and year do you intend to audit a course:

☐ Fall/Winter   ☐ Fall   ☐ Winter   ☐ Summer

Are you a current student at Trent University?	YES
	NO

Are you a Canadian citizen or a Permanent Resident? *If no, you must include a copy of your current study permit and complete a 'Declaration of Fee Status' form, available from our office.*	YES
	NO

I declare the above information is correct and complete, and acknowledge that:

o I have reviewed Academic Information and Regulations regarding Auditing Courses in the Academic Calendar;

o I have read the information regarding the Application to Audit a Course and agree to its conditions;

o I may be required to provide documentation at some future date to substantiate information and that any misrepresentation of this data may result in the cancellation of my enrolment or registration status and is considered a breach of academic dishonesty;

o It is my responsibility to familiarize myself with the academic and financial deadlines associated with auditing a course, and the regulations contained in the University Calendar.

Student's Signature: _____   Date: _____

Step 2: This section to be completed by Department:

Do you wish the student to have access to Blackboard?	YES
	NO

Course requesting to be audited and term:

Course Code and Section: _____ Session: _____

Instructor's Signature: _____ Date: _____

Step 3: Department to email registrar@trentu.ca