



# Central Ohio Technical College

## The Gateway – Student Records

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cotcrecords@mail.cotc.edu

### Petition for Late Registration and/or Late Payment for Tuition and Fees

**Instructions to student:** This form is used to request late registration (past last day to add a class) or re-enrollment in classes for which you are de-registered for non-payment. In the "Student's Statement" section, clarify why you want to register late or explain the circumstances that led to non-payment. **This petition may be used one time per semester.**

**Late Registration and re-registration will require approval of your instructor(s) and Student Financial Services before you submit this form to The Gateway. Late registration requests may require additional approval from Academic Affairs.**

\_\_\_\_\_

Last Name                                      First Name                                      Middle Name                                      Student ID

\_\_\_\_\_

Primary Number                                      COTC Email

Semester: \_\_\_\_\_                                      Number of semesters previously enrolled: \_\_\_\_\_

Student's Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested Courses** (may not get original class section due to sections being closed):

Add	Drop	Subject Code/Course/Section	Credit Hours	Re-Reg or Late Reg?	Instructor Signature for Approval	Date of Approval
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Re-Reg <input type="checkbox"/> Late Reg		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

**Student will obtain approvals from Fees and Deposits and Financial Aid prior to submitting this form to The Gateway. The Gateway will contact Academic Affairs for the additional approvals necessary.**

## Approvals:

### Student Financial Services

\_\_\_\_\_  
Student Financial Services Staff Signature \_\_\_\_\_  
Date  
Approved:  Yes  No  
Comments: \_\_\_\_\_

### Academic Affairs

\_\_\_\_\_  
Dean/Program Director Signature \_\_\_\_\_  
Date  
Approved:  Yes  No  
Comments: \_\_\_\_\_

\_\_\_\_\_  
Dean Signature \_\_\_\_\_  
Date  
Approved:  Yes  No  
Comments: \_\_\_\_\_

**Gateway Use Only:** CRI Code RGCLATFE added with status "Not Reviewed"

Petition:  Approved  Denied Processed by: \_\_\_\_\_ Date: \_\_\_\_\_