

STUDENT REQUEST FORM

This form is available online or to print at

Fax: 1-867-873-4469

www.cga-nwt-nu.org

E-mail: admin@cga-nwt-nu.org

NAME: _____ STUDENT NUMBER: _____

For change of address, telephone number, or email address please visit MyCGA Web Services and update your profile.

Please complete the applicable section.

NOTE: All fees are indicated in the Student Handbook and will be processed accordingly.

Course Addition: \$40 administration fee to add a course

Course Code: _____ Session: _____ (2 – winter, 3-Spring, 4-Summer)

Late Assignment Fee:

Course Code: _____ Course: _____ Session: _____ (1-fall, 2-winter, 3-spring, 4-summer)

Business Case Re-submission Fee:

Course Code: _____ Course: _____ Session: _____ (1-fall, 2-winter, 3-spring, 4-summer)

Transfer Credit Exemption:

For students to receive Transfer Credit Exemptions the Original copy of transcripts must be received.

Course: _____

Course Withdrawal:

Course Code: _____ Session: _____ (1-fall, 2-winter, 3-spring, 4-summer)

All students withdrawing from a course must submit this form with appropriate fee.

Note: A refund is only applicable if withdrawal takes place two weeks prior to the first assignment due date and the course material is received by that date. Please refer to the Student Handbook – Important dates.

*****You can now enroll for Deferral and Supplemental Examinations on-line using MyCGA Web Services under on-line enrolments.

Payment Type Information: Visa MasterCard

Card #: _____

Expiry Date _____

Signature: _____

Date: _____