Step One: To be completed by the Student.

UNM ID. Number | Date
---|---
Student Name
Student Signature

By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course.

Step Two: To be completed by the Instructor of Record (Primary) for the course.

Required for all requests.

Instructor Signature | Date
---|---

Step Three: To be completed by the Dean of the College (Arts & Sciences, Engineering, etc.) offering the Course.

Only required after the Last Day to Add or to authorize Department billing.

Course Dean’s Signature | Date
---|---

Option: I certify that a student enrollment error was caused by __________________ Department and the Late Transaction Fee should be charged to Departmental Index Code: ____________ / Account Code: ____________

Step Four: To be completed by the Student.

Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.

For Office Use Only:

Comments: ____________________________

Processed By: ________ Fee Charged: ________ Date: ____________________

Rev 201106