



# OLYMPIC COLLEGE

1600 Chester Avenue, Bremerton WA 98337-1699

## Registrar/Cashier Petition \*Remember to save changes before closing

**Student Section**      Quarter/Year \_\_\_\_\_      Date \_\_\_\_\_

Name \_\_\_\_\_      ctcLink ID \_\_\_\_\_

Phone \_\_\_\_\_      E-Mail \_\_\_\_\_

Item number \_\_\_\_\_      Class number \_\_\_\_\_      Class title \_\_\_\_\_

Check all that apply:     Refund     Class change     Add     Drop     Total withdrawal

Other \_\_\_\_\_

Explain your request and why this exception should be approved:

I have agreed to submit this application by electronic means. By signing this application electronically, I affirm that my answers are correct and complete to the best of my knowledge. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By typing my name below I am electronically signing this form.

Student e-signature \_\_\_\_\_      Date \_\_\_\_\_

## Faculty Section

Comments: \_\_\_\_\_

Student began attending my class on (date) \_\_\_\_\_ and last attended on (date) \_\_\_\_\_

Faculty e-signature \_\_\_\_\_      Date \_\_\_\_\_

### Cashier & Registrar Section:

Approved     Denied      Contact:  Student     Voice Mail     Email

Backdate      Do not backdate       Other \_\_\_\_\_      Initials \_\_\_\_\_      Date \_\_\_\_\_

Registrar's Signature \_\_\_\_\_      Date \_\_\_\_\_