

**UW - GREEN BAY POLICY FOR: AGE 60+ AUDITORS, REDUCED FEE AUDITORS & DISABLED GUEST STUDENTS**

**NOTE: This form is required only for those students who are auditing ALL courses; students taking some courses for degree credit and some on an audit basis do not need to complete this form.**

**Registration Instructions**

1. Registration on an auditor basis will begin the second week of classes (fall/spring) and the first week of classes (Summer Session) and will be considered tentative and subject to cancellation up to the end of the class add period if the space in the course is requested by a student seeking credit for the course.
2. The decision to enroll on an audit basis for tuition purposes must be made at the time of registration.
3. Any special fees, such as field trip expenses, are the responsibility of each student.
4. Audit only students may be limited to one course per semester.
5. Audit only students must have written approval from the course instructor prior to enrolling. Please use the form at the bottom of this page to secure approval from the course instructor. **Additionally, audit only students must complete a special student application with the Admissions office.**
6. Students enrolling for degree credit have priority over students enrolling on an audit basis. Therefore, audit only student registrations are subject to cancellation through the course add deadline.
7. Audit only students are not entitled to use and/or access facilities/services that are supported or partially supported by segregated fees, which are paid by students who enroll on a credit basis. Contact the Student Billing Office for more information.
8. Age 60 and over auditors must be residents of Wisconsin for tuition purposes to qualify for the tuition waiver. Residency determination will be made at the time of application/admission to the University.
9. Disabled guest students who qualify for the tuition waiver must provide appropriate documentation to the Student Billing Office prior to enrolling for classes.
10. A copy of the complete Auditor Policy can be found on-line at <http://www.uwsa.edu/bor/policies/rpd/rpd4-10.htm>.

**Fee Payment Instructions**

1. You must report to the Student Billing Office (SS-1700) to have charges manually adjusted to the appropriate audit rate. Age 60 and over auditors will be required to provide proof of date of birth (driver's license or birth certificate).
2. You must report to the Bursar's Cashiers windows (SS-1700) to pay tuition and fees. Tuition and fees are due at the time of registration.

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**Approval for Enrollment as an Audit Only Student**

The following student \_\_\_\_\_ has my permission to enroll in the following course \_\_\_\_\_ as an audit only student for \_\_\_\_\_.

\_\_\_\_\_  
(signature of instructor)