Cape Breton University
OFFICE OF REGISTRAR AND ADMISSIONS

P.O. Box 5300,
1250 Grand Lake Road,
Sydney, NS Canada B1M 1A2

enrolment@cbu.ca
Tel: **902-563-1330**

TUTORIAL OR SELF-DIRECTED STUDY REGISTRATION FORM

SECTIONS ONE AND TWO MUST BE COMPLETED BEFORE THIS FORM IS SUBMITTED.

NOTE: The Office of the Registrar and Admissions will not retain a copy of this form beyond the end of the academic year. You are encouraged to retain your copy for future reference.

SECTION 1 - STUDENT

Student Name: _____ Student ID: _____

Course No. (e.g. ENGL2105): _____ No. of Credits: _____

Course Title: _____

Reason for Tutorial or Self-directed Study: _____

_____

_____

_____

Student Signature: _____ Date: _____

Approved by Program Dean: _____ Date: _____

SECTION 2 - SCHOOL

Section 2 Procedure: Must be completed by the Professor/Instructor and then to the Dean.

Start Date: _____ End Date: _____

Professor/Instructor's Name: _____ Signature: _____

Department Chair: _____ Signature: _____

Academic School Dean: _____ Signature: _____

Date: _____ *Dean to check appropriate account number (below) for payment.*
After sections 1 and 2 are completed, submit the form to enrolment@cbu.ca.

SECTION 3 - OFFICE OF REGISTRAR AND ADMISSIONS

Tuition Fee $ _____ Computing Fee $ _____ Student's Union Fee $ _____

Lab Fee $ _____ Late Registration Fee $ _____ Major Activities Fee $ _____

Total Fees $ _____ Amount Paid $ _____

Date of Payment: _____ ☐ Grade Reported

SECTION 4 - PAYROLL

Amount Paid: _____

☐ Spring 10-0-980000-42125   ☐ Summer 10-0-980000-42130
☐ Fall 10-0-980000-42105   ☐ Winter 10-0-980000-42105

Tutorial may not begin until registration is complete and payment is received.