



# Application for Auditing a Course

**KUMC Registrar's Office**  
3901 Rainbow Blvd., MS 4005  
Kansas City, KS 66160  
**Phone:** 913-588-7055  
**Fax:** 913-588-8841  
**Email:** kumcregistrar@kumc.edu

Individuals may enroll in KUMC undergraduate and graduate-level courses for their own enjoyment and not for the attainment of a degree as an "auditing student." If you enroll as an auditing student, the University will issue a grade of "NE" ("Not Evaluated") for all courses you take that semester. A grade of "NE" signifies the inability of those courses to be used toward a degree or to be transferred to another university. For an explanation of auditing requirements and procedures, see the KUMC Office of the Registrar website. Complete applications should be submitted to the KUMC Registrar's Office.

## SUBMIT THIS APPLICATION FOR EACH COURSE YOU ARE WISHING TO AUDIT.

### Student Information

Student's Name— Last, First, Middle			KUID # (If Applicable)
Address	City	State	Zip Code
Telephone Number	Email Address		
Date of Birth	Gender	Country of Birth	Country of Citizenship

### Course Information

This application is for (check ONE):    Spring 20\_\_ \_\_    Summer 20\_\_ \_\_    Fall 20\_\_ \_\_

Course Subject Code	Course Number	Class Number	Credit Hours	Instructor's Name
Instructor's Signature			Date	

### Financial and Academic Responsibility

A \$100 non-refundable auditing fee will be assessed each semester a student audits a course or courses. This fee will be assessed through the student's Enroll & Pay financial account. Students will receive their Enroll & Pay log in information after they are enrolled in their course/courses. The student will receive notification of their bill within the first month of the semester, or within the first month after they are enrolled (if enrollment occurs after the beginning of the semester). The audit fee is eligible for all applicable late payment fees. If payment is not received by the published due-date, late payment fees may be assessed. The student may contact Student Financial Accounting at 913-588-2590 with any payment questions.

By signing below, you attest to the following:

- I have read and understand all information pertaining to auditing a course. I understand that this course, and any other course I audit, will receive a grade of "NE" and will not be eligible to use towards a future degree or for transfer to another college/university.
- I understand that this application will not be processed until one week prior to the first day of classes. If space is available, staff in the Office of the Registrar will manually enroll me in the course. A member of the Registrar's Office staff will also contact me prior to the first day of class to inform me of my enrollment status.
- I understand that as an auditing student, I am not assessed tuition or the required campus fee and don't have access to services covered by the fee. I understand that I will be required to pay a \$100 non-refundable auditing student fee.

Student's Signature	Date
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### Office Use Only

Date Received:

By: