SPECIAL AUDIT APPLICATION FORM

Am I eligible for Special Audit?

Special Audit is designed for non-SFU members of the public who wish to take undergraduate courses for personal or professional interest (not for credit). If you are a current or former SFU credit student interested in auditing a course, you must enroll in regular Audit, as per the Course Audit section of the SFU Calendar (www.sfu.ca/calendar). Please refer to the Registrar and Information Services office for further details on how to audit courses as an SFU student.

Note: Not all university courses are available for Special Audit. Instructors should be contacted during the first week of classes to determine whether their course is available to Special Audit students. Instructors may limit the number of Special Audit students they are willing to accept.

Business Administration, Computing Science, Education, non-credit and CODE (distance/on-line education) courses cannot be taken on a Special Audit basis.

How to Become a Special Audit Student

1. Attend the first week of classes to introduce yourself to the instructor and request permission to Special Audit the class. Instructors cannot grant approval until the second week of class as credit students have seat priority.

2. During the second week of classes, present your completed “Special Audit Application Form” to the instructor for their signature.

3. Once the form has been signed by the Instructor, pay the appropriate registration fees. The registrar and Information Services desk will send a copy of your receipt and completed form to icsinfo@sfu.ca.

Eligible Employees using the Tuition Waiver

1. Follow steps 1 and 2 as above

2. Once the form has been signed by the Instructor, send your application form and your completed tuition waiver form to icsinfo@sfu.ca.

Cancellation Policy

If you have decided to withdraw from a Special Audit course, please notify icsinfo@sfu.ca so we can update our records.

*Fees are non-refundable*

Special Audit Regulations

1. Attendance: Attend the main lecture only. Special Audit students may only attend tutorials or labs with special permission from the instructor and/or department concerned.

2. Grades: Special Audit students do not submit any work for evaluation or write exams. No record of attendance or progress is kept and no credit for the course is granted. Grades and instructor feedback are not provided.

3. Library Access: Special Audit students are eligible for library cards for limited access to library facilities and services. Please obtain a card from the Library at any SFU campus (Burnaby, Vancouver, Surrey). Please present your payment receipt to confirm registration. Some courses have class materials found within the library reserve system.

4. Non-credit courses offered through Lifelong Learning and Continuing Studies are not eligible for Special Audit.

5. The University accepts no responsibility for late changes in course timetabling or for course cancellations.

Questions?

Please contact icsinfo@sfu.ca or call 778-782-5094.

Lifelong Learning Department
Simon Fraser University Vancouver Campus

Last updated: March 11, 2020
Payment

Please bring your completed form to the Registrar and Information Services at one of the following locations to process your payment:

SFU Burnaby  
3200 Maggie Benston Centre  
8888 University Drive  
Burnaby, BC V5A 1S6

SFU Vancouver  
1100 Harbour Centre  
515 West Hastings Street  
Vancouver, BC V6B 5K3

SFU Surrey  
Mezzanine  
250 - 13450 102 Avenue  
Surrey BC V3S 0A3

Please note: A T2202A will not be issued for courses taken through Special Audit. Please contact the CRA for further information and to determine your eligibility for any tuition benefits.

Special Audit fees are half of the regular domestic student fees and are calculated on a per credit basis. Undergraduate courses are typically 3 or 4 credits. Fees are noted in the SFU calendar and can be found at: [www.sfu.ca/students/fees.html](http://www.sfu.ca/students/fees.html). Note that fees increase every Fall semester.

SPECIAL AUDIT APPLICATION FORM

Are you currently / have you ever been enrolled as an SFU student?  
☐ Yes  ☐ No

If you answered yes, please provide your SFU student number: __________________________

Name: __________________________  __________________________  __________________________

(Last)  (First)  (Initials)

Address: __________________________  __________________________  __________________________

(Apt.)  (Street)  (City)

(Postal Code)  (Daytime Telephone)  (Email)

Course Title: __________________________

Course Code: __________________________  Section: __________________________  Credit Hours: __________________________  Semester: __________________________

(Fall/Spring/Summer - include year)

Course Location:  ☐ Burnaby Campus  ☐ Vancouver Campus  ☐ Surrey Campus

Instructor Approval

*Complete only if space remains in the second week of class

I will be using Canvas to administer course materials  ☐ Yes  ☐ No

Instructor Name (please print) __________________________  Instructor Signature (mandatory) __________________________

Instructor E-mail Address __________________________  Date signed __________________________

Questions?  
Please contact icsinfo@sfu.ca or call 778-782-5094.