

## REQUEST FOR REVISED T2202

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended. The information collected will be used by the Office of the University registrar to process your request as identified on this form. For more information, please contact the Office of the University Registrar (Records and Services), Gordon Hall, Queen's University, 74 Union Street, Kingston, Ontario K7L 3N6 613-533-2040.



**PLEASE COMPLETE AND SUBMIT THIS FORM TO [SOLUS@QUEENSU.CA](mailto:SOLUS@QUEENSU.CA)**

Date:  Name:   
Student Number:  Program:

Which calendar year are you asking for a revised T2202 for?

Why are you asking us to revise your tax certificate? Include as much detail as possible.

\* *Did you pay your tuition late? (If so, which year and when did you pay?)*

\* *Are there questions about months of attendance and / or fee payments on your tax certificate? What do you believe they should be*

Student Signature : \_\_\_\_\_

Queen's email address to contact you once we have reviewed your file. *If the tax certificate should be revised, it will be posted on SOLUS and we will alert you to this.*

Queen's email:

Current phone number in case we have to discuss this further:

### **OFFICE USE ONLY:**

Request taken in by:

Request reviewed by:

Results sent to student on what date / by whom: