

DROP/ADD FORM

Name (Please print)

E-mail

DROP

ADD

Class # and Title _____

Class # and Title _____

Term/Session/Yr _____

Term/Session/Yr _____

Class # and Title _____

Class # and Title _____

Term/Session/Yr _____

Term/Session/Yr _____

Class # and Title _____

Class # and Title _____

Term/Session/Yr _____

Term/Session/Yr _____

Student's Signature

Date

Tuition Refund Schedule

Before the first hour of class	100% refund, minus \$20/credit drop fee
1 st through 6 th hour of class	75% refund, minus \$20/credit drop fee
7 th through 12 th hour of class	50% refund, minus \$20/credit drop fee
13 th through 18 th hour of class	25% refund, minus \$20/credit drop fee
After 18 th hour of class	No refund, \$20/credit drop fee

- There is no charge for adding credits.
- There is no drop fee if a drop request is received *more than 15 days prior to the start of the session*.
- A grade of "W" will appear on the transcript for any course dropped after the course has begun. Courses dropped before the start date will receive a grade of "NE" (never enrolled).
- Because of its limited enrollment, Group Didactic (529) must be dropped *at least 30 days prior to the first night of class*. No refund will be issued if 529 is dropped after that time.
- The drop fee may be waived for students in their first term of enrollment.
- **No refund will be issued to any student who stops attending class without submitting a written request for withdrawal to the registrar, or to any student who fails to appear in class ("no-show"), without submitting to the registrar a written request to drop the course**

(To be completed by AGS officials)

Amount of refund \$ _____ Drop Fees \$ _____ - Balance(A/R)\$ _____

Refund to Student \$ _____ Acct Staff _____ Date _____

Refund to loan program \$ _____ Fin Aid Staff _____ Date _____

Entered into SONIS - Registrar _____ Date _____ Removed from Moodle _____ Date _____