### Tuition Refund Schedule

- **Before the first hour of class**
  - 100% refund, minus $20/credit drop fee

- **1st through 6th hour of class**
  - 75% refund, minus $20/credit drop fee

- **7th through 12th hour of class**
  - 50% refund, minus $20/credit drop fee

- **13th through 18th hour of class**
  - 60% refund, minus $20/credit drop fee

- **After 18th 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.

### Drop/Add Form

<table>
<thead>
<tr>
<th>DROP</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Please print)</td>
<td>E-mail</td>
</tr>
<tr>
<td>Class # and Title</td>
<td>Class # and Title</td>
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<tr>
<td>Term/Session/Yr</td>
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<td>Term/Session/Yr</td>
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</tr>
</tbody>
</table>

### Student’s Signature

- **Tuition Refund Schedule**

**Refund to Student $ ___________________________**

**Acct Staff __________ Date __________________**

**Refund to loan program $ _______________________**

**Fin Aid Staff __________ Date __________________**

**Entered into SONIS - Registrar __________ Date __________ Removed from Moodle __________ Date __________**

(To be completed by AGS officials)