adler | GRADUATE SCHOOL

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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
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	25% 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*

(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_____