



Adult Degree Completion Program

Add/Drop/Withdraw

Name: _____ ID No. _____

Day Phone: _____ Term: _____

E-Mail: _____

Attention: Cardinal Mail is our primary means of contacting you throughout the term with news and information.

My reason for dropping/withdrawing is: _____

DROP/WITHDRAW

CRN	Course Number	Course Title

ADD

CRN	Course Number	Course Title

- Tuition will be refunded at 100% (minus a \$50 fee per class) if the student drops before the end of the first week of classes (notification must be before Friday @ 5:00 pm).
- Students may withdraw up to the end of the sixth week (notification must be before Friday @ 5:00 pm) without academic penalty. A fee of \$50 per class will be assessed. The student is responsible for full tuition as well. A grade of W will be issued.
- It is not possible to withdraw from a three-semester-hour course after the sixth week.

If you withdraw from all your classes completely, and have a student loan, contact the Financial Aid Office for refund information. No further refunds apply.

Failure to make payment will result in a late charge in the amount of \$50 per term. In the event of delinquency or default, I promise to pay all reasonable costs of collection, including but not limited to any attorney fees and court costs necessary for the collection of any amount due.

By signing this form I attest that I have read and I understand the above terms of registration, drops, and withdrawals:

Student Signature **Date**

Advisor Signature: _____ Date: _____

Data Entry: _____ Date: _____