



ADCaP

Yes, I need my grades mailed to me to receive employer reimbursement.

Course Registration Form

Term Name:

Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: (Home) _____ Phone: (Work/Cell) _____
UIW ID: _____ Payment: Self / Fin. Aid / Employer / Alternate Loans / Other
Please circle method of payment
Major _____ Concentration: _____
Cardinal Mail address: _____
Attention: Cardinal Mail is our primary means of contacting you throughout the term with news and information.
Employer: _____ Phone: _____

Location: Alamo Heights Corpus Christi Northeast Northwest SAC Center

Table with 6 columns: Advisor Approve, Class Time, CRN #, Course #, Course Title, Pencil List. Rows include class times: 5:30 pm, 7:50 pm, 8:00 am, 1:00 pm.

Students are not dropped or withdrawn from courses if they do not attend. In order to qualify for a refund or reversal of charges you must drop or withdraw from class officially by notifying your academic advisor before the deadline. Notifying an instructor or failing to attend class does not constitute an official drop or withdrawal from a course nor does it eliminate the student's financial responsibility for course payment.

- 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 withdraws:

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____