



# Adler Graduate School

## DROP/ADD FORM

Use for changes to registration only if the affected course(s) have not yet begun.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### 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 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- There is no fee for adding credits; standard per-credit tuition applies.
- There is no drop charge if a drop request is received *more than 15 days prior to the start of the term.*
- There is no charge for dropping Beginning Internship (591-4) or Advanced Internship (597).
- Enrollment changes – especially dropped courses – may affect your financial aid eligibility. Contact the Director of Financial Aid for specific information.
- Because of its limited enrollment, Group Didactic (529) must be dropped *at least 30 days prior to the first class meeting.* No refund will be issued if 529 is dropped after that time.
- Students are expected to complete requirements for their master's projects (599) or Applied Coaching Experience (659) within 3 months after they cease to be enrolled in any other coursework at Adler. No refund will be issued to a student who withdraws from 599 or 659 after that time. (Exceptions to this policy based on extenuating circumstances may be made on a case-by-case basis.)
- The drop fee may be waived for students in their first term of enrollment.
- ***No refund will be issued for any student who does not attend a class for which he or she was originally registered and fails to complete a Drop/Add form or provide written notice to the Registrar.***

(To be completed by AGS officials)

Accounting: Amount of refund \$ \_\_\_\_\_ Fees? Yes No Acct Staff \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid: Refund to: Student Lender Other \_\_\_\_\_

Fin Aid Staff \_\_\_\_\_ Date \_\_\_\_\_ Entered into SONIS - Registrar \_\_\_\_\_ Date \_\_\_\_\_

Copy of refund check and Drop/Add form to AR file. Refund to loan program – Fin Aid Staff \_\_\_\_\_ Date \_\_\_\_\_