



Adler Graduate School

DROP/ADD FORM

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

Name _____

Phone # _____ Date _____

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 _____

- 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 (591,2,3,4) 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.***

(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.