

## DROP/ADD FORM

Name (Please print) \_\_\_\_\_

E-mail \_\_\_\_\_

**DROP**

**Online**

**ADD**

**Online**

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 Single Session**

Before the first hour of class 100% refund, minus \$20/credit drop fee  
 1<sup>st</sup> through 6<sup>th</sup> hour of class 75% refund, minus \$20/credit drop fee  
 7<sup>th</sup> through 12<sup>th</sup> hour of class 50% refund, minus \$20/credit drop fee  
 13<sup>th</sup> through 18<sup>th</sup> hour of class 25% refund, minus \$20/credit drop fee  
 After 18<sup>th</sup> hour of class No refund, \$20/credit drop fee

**Tuition Refund Schedule 10 week**

During weeks 1-2 75% refund, less \$20/credit fee  
 During weeks 3-4 50% refund, less \$20/credit fee  
 During week 5 25% refund, less \$20/credit fee  
 After week 5 No refund, less \$20/credit fee

**Tuition Refund Schedule – Online**

Before the first unit 100% refund, minus \$20/credit drop fee  
 1<sup>st</sup> through 3<sup>rd</sup> unit 75% refund, minus \$20/credit drop fee  
 4<sup>th</sup> through 5<sup>th</sup> unit 50% refund, minus \$20/credit drop fee  
 6<sup>th</sup> through 8<sup>th</sup> unit 25% refund, minus \$20/credit drop fee  
 After the 8<sup>th</sup> unit No refund, \$20/credit drop fee

**Tuition Refund Schedule 1 credit**

Before 1<sup>st</sup> class 100% refund, less \$20/credit fee  
 Before 2<sup>nd</sup> class 75% refund, less \$20/credit fee  
 Before 3<sup>rd</sup> class 50% refund, less \$20/credit fee  
 After the start of the 4<sup>th</sup> class No refund, less \$20/credit 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.
- **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 \_\_\_\_\_