



ADD / DROP / CHANGE FORM

CHRISTENDOM GRADUATE SCHOOL

This form is for use by students who need to drop a class, add a class, or to switch to credit or audit. This form must be submitted to the Registrar. Please note the refund deadlines listed below will be strictly enforced.

Semester _____ 20____

Name: _____ Date: _____

Drop: _____ Add: _____
Title/ Course # Title/ Course #

Change: _____ to AUDIT / MATRICULATION
Title/ Course #

REMARKS: _____

Financial & Refund Policy

Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE UPON WHICH WRITTEN NOTICE IS RECEIVED IN THE BUSINESS OFFICE. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are liable for the tuition amount minus any applicable refund amount. PLEASE NOTE that non-refundable fees, namely the registration fee and the technology fees, will NOT be refunded after the beginning of the semester, regardless of when the notification of the drop is received. Tuition will be refunded for dropped online courses **only if the request is received by the business office within 30 days of the student's receiving the access code for the course.**

- Before the second class (or completing 2 hours of an online course): 100%
- Before the third class (or completing 4 hours of an online course): 75%
- Before the fourth class (or completing 8 hours of an online course): 50%
- After the fourth class (or being logged onto an online course site for 8 hours): No Refund

FOR OFFICE USE ONLY	
Date Received: _____	Date Recorded: _____
Professor notified: _____	Refund if Applicable: _____