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. Please note: refunds for online courses are determined by the amount of time a student is logged on to the course.

Before the second class or before being logged on to an online course for a total of 2 hours - 100%
Before the third class or before being logged on to an online course for a total of 4 hours - 75%
Before the fourth class or before being logged on to an online course for a total of 8 hours - 50%
After the fourth class or after being logged on to an online course for 8 hours - No Refund

For Office Use Only

Date Received: _____________ Date Recorded: _____________

Professor notified: _____________ Refund if Applicable: ________