



FOR OFFICE USE ONLY

A. Dean _____
 Registrar _____
 Financial _____

Drop/Add Form, revised 3/21/2022

BSL ADD/DROP Form

Name: _____

Student #: _____

NOTE: All adds or drops will incur a \$25 admin fee per course. I understand that I may be entitled to a full, partial or no refund of my tuition, for the affected class(es), according to the following schedule (student fees and tuition and fees paid by transient/visiting students are not refundable).

- a) Student fees are non-refundable
- b) Initial deposit is non-refundable
- c) Withdrawal within one (1) to seven (7) days of the student's first class of the term – 100% of the tuition minus the initial deposit, if applicable
- d) Withdrawal within eight (8) to fourteen (14) days of the student's first class of the term – 75% of the tuition cost minus the initial deposit, if applicable
- e) Withdrawal within fifteen (15) to twenty-one (21) days of the student's first class of the term – 50% of the tuition cost minus the initial deposit, if applicable
- f) Withdrawal within twenty-two (22) to twenty-nine (29) days of the student's first class of the term– 25% of the tuition cost minus the initial deposit, if applicable
- g) Withdrawal after thirty (30) days of the student's first class of the term and anytime thereafter – 0% of the tuition cost

I wish to drop and/or add the following courses (all class adds require permission of the Assistant Dean):

DROP:

ADD:

COMMENTS (reasons you are dropping or adding a class):

Student Signature: _____ **Date:** _____