



**PRINT:** Last Name                      First                      Middle                      Maiden                      Student ID Number

<b>DROP</b>	Subject	Course #	Section	Title	Credit Hrs	<i>Instructor's signature and date needed for a closed section or late registration</i>

<b>ADD</b>	Subject	Course #	Section	Title	Credit Hrs	<i>Instructor's signature and date needed for a closed section or late registration</i>

**If your class meets for:**

- **May Term: you can get a full refund within 3 calendar days of the start date.**
- **14 weeks or more you can get a full refund within 14 calendar days of the start date.**
- **3 to 13 weeks you can get a full refund within 10 calendar days of the start date.**
- **2 weeks or less you can get a full refund on the first day of class.**

**Failure to attend a class will not result in a refund. It is the student's responsibility to take the necessary action to withdraw from a class.**

Total Hours Retained      If "0" Hours Copy      \_\_\_\_\_      \_\_\_\_\_  
 This Semester                      to Student Financial Services                      Student's Signature                      Date