



# SAINT ♦ XAVIER ♦ UNIVERSITY

Records and Registration Services

## AUDIT FORM

A student wishing to audit a course instead of taking it for credit must obtain permission from the instructor of the course and then register for the class in the office of Records and Advising, A203 Warde Academic Center. There is a fee of \$125.00 charged to audit a course at Saint Xavier University; if this is the only course you will be attending, there will be an additional \$25.00 registration fee.

If you wish to drop an audit you may do so in the office of Records and Advising, A203 Warde Academic Center. A refund will be issued if the audit is dropped prior to the refund date of the section. Please see the refund policy below.

### CHANGING FROM AUDIT TO CREDIT

A student wishing to change from audit to credit may do so within the first three weeks of class. A student must complete the Audit form, obtain appropriate signatures and return form to the office of Records and Advising. The student will be billed for the difference between the audit charge and the cost of tuition.

### CHANGING FROM CREDIT TO AUDIT

A student wishing to change from credit to audit must do so no later than the Monday of mid-term week of the section. A student must obtain the signature of the instructor on an audit form and return it to the office of Records and Advising. The student will be refunded the difference between the tuition fee and the audit charge, only if it is within the refund period. If it is after the refund period, the student will neither be refunded the tuition charge nor be charged an additional \$125. Changing from credit to audit may affect your financial aid therefore you should consult a Financial Aid Counselor before making this change.

### CREDIT FOR THE COURSE

A student is eligible to take a course and receive credit for it once it has been audited. A student may not challenge or CLEP a course that has been registered as an audit class.

Refund Policy:

**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.**

I have read and understand the above information:

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|           |       |        |                      |
|-----------|-------|--------|----------------------|
| Last Name | First | Middle | Maiden/Previous Name |
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|            |      |         |        |         |
|------------|------|---------|--------|---------|
| Student ID | Term | Subject | Course | Section |
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Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_