

- CHECK ONE: Beatrice Campus • 4771 W. Scott Rd. • Beatrice, NE 68310-7042 • Fax (402) 228-2218
 Lincoln Campus • 8800 O Street • Lincoln, NE 68520-1299 • Fax (402)437-2402
 Milford Campus • 600 State Street • Milford, NE 68405-8498 • Fax (402)761-2324

Name: Last	First	Middle Initial	ID Number
			Social Security Number

DIRECTIONS:

1. Clearly fill out the Drop/Add Form. (Please print.)
 2. Secure the signatures for all classes added UZYf the course has begun. 6ch the Division Dean and Program Chair signatures will be required after the last day to add.
 3. Drops UZYf the drop deadline are allowed only in extenuating circumstances and require Vch the Division Dean and instructor signatures.
 4. Student must sign the form.
 5. Take all copies of this completed form to Student Services.
- BCH9. It is important for you to consult with your advisor when dropping or adding a class regarding the effect this may have on your program completion or financial aid.**

7 < 97 ? H9FA	
Year _____	
<input type="checkbox"/> Summer	<input type="checkbox"/> Winter
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Declared	PROGRAM OF STUDY _____
<input type="checkbox"/> Undeclared	

DROP

Course Number	Course Title	Credit Hours	Instructor's Signature (Required after the drop deadline.)	Division Dean's Signature (Required after the drop deadline.)

588

Course Number	Course Title	Credit Hours	Instructor's Signature (Required after class has begun.)	Program Chair's Signature (Required after add deadline.)	Division Dean's Signature (Required after add deadline.)

C : : = 7 9 1 G 9 C B @ M	
Official D/A Date: _____	
Cr. Hr. Chg. _____ to _____	Data Entry _____

Student Signature _____ Date _____

OFFICIAL REFUND SCHEDULE FOR CREDIT CLASSES

Financial Aid: Dropping classes could affect your financial aid status. Contact the Financial Aid Office BEFORE dropping and for additional information.

Refunds/Additional Charges: The Business Office will compute any additional charges or refunds based on the official Drop/Add date. **h]g' dc gg]V'Y'nci 'k]'' c k Y'UX]h]cbU' hi]h]cb]Znci 'Xfcd'UbX'UXX'WUggYg'UZyf' h Y'hfa 'VY[]bgZy] Yb]Znci f'hcH'WYX]h\ ci fg'UfY'i bW Ub[YX'**

Full tuition will be charged for classes added after the term begins.

Dropped classes will be refunded based on the date the student provides the College with an official written request to drop. The refund is calculated based on the beginning date of the course, NOT the date you registered. Refunds will be mailed to students. Please allow 30 days for processing. Contact the Business Office if you have questions about refunds.

V@Á^~} áÁ Á[]] ~ c á Á • ā * Á @ Á [] [] , ā * Á [i : ~ | æ k

8 fcd'XUH'a]bi g'ghUfhXUH'cZWëi fgY **1** **i 'YUdgYX**
9bX'XUH'cZWëi fgY'a]bi g'ghUfhXUH'cZWëi fgY

All days are included in the computation including Saturdays, Sundays, holidays, and weekdays. A student is entitled to a refund based on the following table:

7 F 9 8 # 1 7 @ G G 9 G	
i 'YUdgYX'	i 'cZfYz bX
0.000 – 12.499	100
12.5 and over	0

Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program.