

**CHECK ONE:**  Beatrice Campus 4771 W. Scott Rd. Beatrice, NE 68310-7042 Fax 402-228-8935  
 Lincoln Campus 8800 O St. Lincoln, NE 68520-1299 Fax 402-437-2402  
 Milford Campus 600 State St. Milford, NE 68405-8498 Fax 402-761-2324

**PLEASE PRINT CLEARLY**

Name: Last	First	Middle Initial	ID Number
Former Name:	E-mail Address: (required for students on class waitlists)		Social Security Number
Local / Preferred Mailing Address:	City	State	Zip County

- DIRECTIONS:**
- Clearly fill out the Drop/Add Form. **(PLEASE PRINT.)**
  - Secure the signatures for all classes added **after** the course has begun. **Both** the Division Dean and Program Director signatures will be required after the last day to add.
  - Drops **after** the drop deadline are allowed only in extenuating circumstances and require **both** the Division Dean and instructor signatures.
  - Student must sign the form.
  - Take all copies of this completed form to the Registration & Records Office.

**NOTE:** *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.*

**CHECK TERM**

Year \_\_\_\_\_

Fall    Spring    Summer

Declared \_\_\_\_\_  
PROGRAM OF STUDY

Undeclared

**DROP**

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

**ADD**

Course Number being ADDED	Course Title	Credit Hours	Instructor's Signature (Required after the drop deadline.)	Program Director Sig. (Required after the drop deadline.)	Division Dean's Sig. (Required after the drop deadline.)

**OFFICE USE ONLY**

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. **It is possible you will owe additional tuition if you drop and add classes after the term begins, even if your total credit hours are unchanged.**

**Refunds for credit classes are computed using the following formula:**

**Drop date minus start date of course** \_\_\_\_\_ = % elapsed

**End date of course minus start date of course** \_\_\_\_\_

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.

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:

% elapsed	% of refund
0.000 – 10.00	100
10.1 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.