**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.

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.

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.

### Official Refund Schedule for Credit Classes

Refunds for credit classes are computed using the following formula:

\[
\text{% elapsed} = \frac{\text{Drop date minus start date of course}}{\text{End date of course minus start date of course}}
\]

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:

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000–10.00</td>
<td>100</td>
</tr>
<tr>
<td>10.1 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

---

### Drop/Add Form for Credit Classes

#### DIRECTIONS:
1. Clearly fill out the Drop/Add Form. (PLEASE PRINT.)
2. 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.
3. Drops after the drop deadline are allowed only in extenuating circumstances and require both the Division Dean and instructor signatures.
4. Student must sign the form.
5. 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.

### OFFICIAL REFUND SCHEDULE FOR CREDIT CLASSES

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