Add/Drop/Withdrawal Form

Name: ___________________________  Student-ID (Required): ______________________

Address:

Number and Street  City / Town  State  Zip

Please complete the following: Mark the first box when adding a course; or the second box when dropping/withdrawing from a course.

<table>
<thead>
<tr>
<th>Add</th>
<th>Drop / Withdraw</th>
<th>4-Digit Class #</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
<th>Course Title</th>
<th>Days</th>
<th>Times</th>
<th>Faculty Signature &amp; Date Are Required For Class Over Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>1234</td>
<td>CH101</td>
<td>001</td>
<td>4</td>
<td>College Chemistry [Example line]</td>
<td>MWF</td>
<td>8:00 – 8:50am</td>
<td>FACULTY SIGNATURE / DATE</td>
</tr>
</tbody>
</table>

Refund Policy: The date this form is received in the office will be the official date of withdrawal.

Day Course: Tuition & Fees:
Through the first Monday after the start of the term...........100%
Through the second Monday after the start of the term........50%
Thereafter...............................................................................0%

Cont. Ed. Credit Course- Evening, Weekend, Winter/Summer: Tuition & Fees:
Before the 2nd class meeting ......... 100%
Before the 3rd class meeting............ 50%
Thereafter.........................................................0%

Non-Credit Workshops and Seminar Charges: Non-refundable after the start of the 1st class meeting.

For online courses consult MassBay’s website for specific refund calendar at www.massbay.edu/finance/refund.

Withdrawals may impact awarded financial aid packages.

Received on: ___________________________  Received By: ___________________________
Processed on: ___________________________  Processed By: ___________________________

NOTES:

ABANDONMENT OF A COURSE DOES NOT CONSTITUTE AUTOMATIC WITHDRAWAL.

Student’s Signature: ___________________________  Date: ___________________________

Advisor’s Signature: ___________________________  Date: ___________________________

Semester this request is for: (Check One)

FALL: ☐
SPRING: ☐
SUMMER: ☐
WINTER: ☐
Year: 20__

Updated 8/2/2019