Add/Drop Form

Records, Registration, & Veteran Services Office
3838 Livernois Road, P.O. Box 7006, Troy, MI 48007-7006
P 248-823-1660  F 248-823-1662  records@walshcollege.edu

<table>
<thead>
<tr>
<th>ID#</th>
<th>Name</th>
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Home #  Business #  Cell #  Program of study
- Graduate
- Undergraduate
- Other

Important Information: Students are responsible for the accuracy of their own schedules. Instructors and advisors do not register, drop nor withdraw students from courses. Students are not automatically dropped from courses for non-attendance or non-payment.

Semester
- Winter 2017
- Spring 2017
- Summer 2017
- Fall 2017

<table>
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<tr>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Title</th>
<th>AUDIT (no grade or credit)</th>
<th>Hours</th>
<th>Office Use</th>
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Why are you dropping from the class(es) listed above? Please check the one most significant reason.

- Academic difficulty
- Medical
- Course load
- Program satisfaction
- Personal/family
- Financial
- Instructor
- Prefer different format (e.g. on ground vs. online)
- Work conflict
- Relocation
- Course satisfaction
- Other: ____________________
- Change schedule (change class/day/campus/program, etc.)

Comments:

_____________________________________________________________________________
_____________________________________________________________________________

Refunds and Payment Information
- See “Important Dates” for refund/payment dates at www.walshcollege.edu/importantdates.
- Drops received through the 100% tuition refund period will receive a 100% tuition refund; those received during the 50% tuition refund period will receive a 50% tuition refund.
- The registration fee is non-refundable after the add/drop period. All courses have to be dropped and 100% or 50% of the fee will be refunded based on when the last course is dropped.
- The international F-1 student fee is non-refundable after the add/drop period.
- Accounts will be adjusted by the total tuition change.
- If the change results in a credit, a refund will be processed after the add/drop period.
- If the change results in a balance due, please submit payment or an employer voucher by the full tuition due date.
- Dropping classes may affect your financial aid. Contact the financial aid office at finaid@walshcollege.edu or 248-823-1660 if you have questions.

Authorization: I authorize Walsh College to add/drop me in the courses listed above, and accept full responsibility for the changes in my tuition charges. I have read and understand the information listed above and accept full responsibility for the accuracy of this form. I am responsible for understanding how dropping classes will affect my financial aid status.

Signature ______________________  Date ____________
(required for processing)