



# Add/Drop Request Form

Today's Date: \_\_\_\_\_

Term (circle one): Fall/Spring/Summer

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

### Student Financial Services:

Past Add/Drop Deadline:  Yes  No  
 Return to Title IV Calculated:  Yes  No  
 Post-Drop Balance Due:  Yes  No  
 Student Financial Services Signature: \_\_\_\_\_

Financial Aid has been disbursed:  Yes  No  
 Tuition Adjusted per Refund Calc:  Yes  No  
 Balance Due From Student: \_\_\_\_\_

## Add *(please complete all sections other than those for "office use only," or your form may not be processed)*

Course Number	Section	Course Title	Instructor's Signature (see below)

- 1) Payment for add requests must be included with form.
- 2) Instructor's signature required for a course that has met once
- 3) It is not permitted to add a course if the course has met twice.
- 4) Students will be charged a \$50 fee for each form received after the Late Registration Date.

## Drop *(please complete all sections other than those for "office use only," or your form may not be processed)*

Course Number	Section	Course Title	Office Use Only LDA

- 1) Students will be charged a \$50 fee for each form received after the Late Registration Date.
- 2) Check the current Argosy University catalog for complete tuition, fee and refund information.

(Student Financial Services signature is required prior to submission to the Registrar's office)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Information:

Visa  Master Card  Discover Card  American Express

TOTAL\$ \_\_\_\_\_ CardNumber: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code\* \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

*\*Visa, MasterCard & Discover Card users can find the 3-digit security code on the back of the card next to the signature box. American Express users can find a 4-digit security code on the front of the card just above and to the right of your main credit card number.*

*Note: Argosy University cannot independently confirm whether or not a credit card presented is a debit card. Should you provide a debit card for payment, you hereby accept full responsibility for charges processed to the card.*

### Refund Information:

Please indicate how you would like a refund to your account handled, if applicable.

Return funds to me by check  Refund my credit card (only available if paid by credit card)

\_\_\_\_\_  
Student Authorized Signature

# ARGOSY UNIVERSITY

## COURSE ADD/DROP DEADLINES

### Academic Year 2009-2010

Students dropping a class must provide official notification to the Student Services Department by completing the ADD/DROP Form. Students officially dropping all classes in a semester are considered withdrawn for refund purposes and are subject to the institutional refund policy as published in the academic catalog.

**PLEASE NOTE:** For weekend courses, the official start date may precede the on campus component. Tuition credits will be applied to the student's account according to the refund schedule below:

For 15 week courses, if a student drops:	Refund percentage
By noon of the second Friday after the session start date	100%
After noon of the second Friday of session start date	0%

For 7 1/2 week courses, if a student drops:	Refund percentage
Within the first 7 days of the session start	100%
After the 7 <sup>th</sup> day of the session start date	0%

In order to receive a refund of 100%, students must officially drop a course through Student Services by the following dates. Please note that the deadline for 15 week courses is noon on the date listed.

Fall 2009	Spring 2010	Summer 2010
<b>September 18, 2009</b> for Session I - 15 week courses	<b>January 22, 2010</b> for Session I - 15 week courses	<b>May 21, 2010</b> for Session I - 15 week courses
<b>September 15, 2009</b> for Session I - 7½ week courses	<b>January 19, 2010</b> for Session I - 7½ week courses	<b>May 17, 2010</b> for Session I - 7½ week courses
<b>November 5, 2009</b> for Session II - 7½ week courses	<b>March 11, 2010</b> for Session II - 7½ week courses	<b>July 8, 2010</b> for Session II - 7½ week courses

Grades		
Students officially dropping a course before the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger and in the student's academic record. Students who officially drop after the end of the add/drop period and before 67 percent of instructional time will receive a "W" on their transcripts. Students who complete more than 67 percent of instructional time may not withdraw from a course. Deadlines for dropping with a "W" grade are below.		
Fall 2009 'W' Grade Deadlines	Spring 2010 'W' Grade Deadlines	Summer 2010 'W' Grade Deadlines
<b>November 14, 2009</b> for Session I - 15 week courses	<b>March 20, 2010</b> for Session I - 15 week courses	<b>July 17, 2010</b> for Session I - 15 week courses
<b>October 11, 2009</b> for Session I - 7½ week courses	<b>February 14, 2010</b> for Session I - 7½ week courses	<b>June 13, 2010</b> for Session I - 7½ week courses
<b>December 2, 2009</b> for Session II - 7½ week courses	<b>April 7, 2010</b> for Session II - 7½ week courses	<b>August 4, 2010</b> for Session II 7½ week courses