



CHRISTENDOM GRADUATE SCHOOL

ADD/ DROP/ CHANGE COURSE FORM

This form is for use by students who need to withdraw from a course, add a course after registration, or switch a course registration from credit to audit (or vice-versa). Please fill out and submit this form to the Registrar. Please note the refund deadlines listed below.

SEMESTER: _____

NAME: _____ DATE: _____

DROP: _____ ADD: _____
course name & number course name & number

CHANGE: _____ TO: AUDIT / CREDIT
course name & number

TUITION REFUND POLICY:

Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE UPON WHICH WRITTEN NOTICE IS RECEIVED IN THE BUSINESS OFFICE. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are liable for the tuition amount minus any applicable refund amount. PLEASE NOTE that non-refundable fees, such as the registration fee and technology fees, will NOT be refunded.

REFUND SCHEDULE:

FOR CLASSROOM AND LIVE ONLINE COURSES:

Before the second class: 100% tuition refund
Before the third class: 75% tuition refund
Before the fourth class: 50% tuition refund
After the fourth class: No Refund

FOR PRE-RECORDED, ASYNCHRONOUS ONLINE COURSES:

During the first week after receiving course access: 100% tuition refund
Within two weeks of receiving course access: 75% tuition refund
Within three weeks of receiving course access: 50% tuition refund
After the third week of receiving course access: No refund

For Office Use Only:

Date Received: _____ Date Recorded: _____
Professor notified: _____ Refund if Applicable: _____