

Drop/Add: Schedule Adjustment Form

		Fall	Spr	Su	Year _____
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Student ID Number

Date

Please circle term/enter year

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Last Name

First Name

MI

1. Are you withdrawing from all classes this term?..... Yes No
2. Are you a VA or Financial Aid recipient? Yes No
 (If you answered yes, see back and obtain required signature.)
3. Are you currently enrolled in a Co-Op course?..... Yes No

Drop

***Student signature required below. Financial Aid and Veteran's representative signatures required on back. Signature of instructor required after the drop/add period.**

Drop

Reference Number <small>(4-digit code)</small>	Course Prefix & Section # <small>(example: ENG-111-11)</small>	Credit Hours	Last Date In Class <small>(required)</small>	Instructor's Signature	Reason For Drop <small>(See Drop Codes Below)</small>

CM-Changed Mind; **C**-Child Care Problems; **D**-Course too difficult; **DI**-Dissatisfied w/instructor; **DF**-Death in family;
EA-Excessive Absences; **E**-Employment; **I**-Illness; **L**-Course load too heavy; **M**-Misadvised; **MD**-Military Deployment;
O-Other; **P**-Personal; **R**-Relocation; **T**-Transportation; **X**-Course not what expected; **S**-Transfer to another school

Add

Must Have PIN (mmddy) and Course Reference Number (4-digit code) to Add By TRACS

Add

Reference Number	Course Prefix & Section #	Credit Hours	Begin/End Time	Meets						Bldg. Room	Faculty Signature
				M	Tu	W	Th	F	Sa		

Student Signature: _____

State Refund Policy

In compliance with current State Board policy: a 75-percent of tuition only may be refunded **if the student officially withdraws** from the class(es) on or after the start of the semester and prior to or on the official 10-percent point of the semester. During the drop/add period, if you are changing sections, or dropping and adding a class - BOTH the drop AND the add transaction MUST be performed in the same registration session in order to receive full credit for the course you are dropping. Other fees, such as shop/lab/clinic fees, YMCA fees, campus access/parking/security fee, computer use/technology fee, student accident insurance fee, and malpractice insurance fees are not refundable after classes start. The 10-percent point of mini-mesters varies and may be obtained from instructors. A student may receive a full refund of tuition and fees if s/he **officially withdraws** from school **prior** to the first day of the semester. No refunds will be given to students who drop courses after the 10-percent date.

The college refund policy is established by state legislative action and therefore, is subject to change without prior notice to students. Please allow 6 to 8 weeks for refunds.

Financial Aid Refund Policy

Special Refund Conditions for Title IV Federal Student Aid Recipients

There are special refund policies, set by federal law, for students who get Title IV federal aid. These refunds are based on the Higher Education Act of 1965, as amended by Congress in 1998. You fall under this category if you: (1) have been awarded Title IV aid (federal Pell Grant, SEOG, Stafford loan or PLUS loan); and/or are receiving VA Educational benefits; and (2) have stopped attending classes, withdrawn or been expelled before 60 percent of the class was over or otherwise failed to complete the program.

If you meet these conditions, a portion of the total federal Title IV funds awarded to you must be returned in proportion to the portion of the semester not completed. For example, if you withdraw at the 40% point of the semester, 60% (100%-40%=60%) of the federal Title IV awarded to you for that semester must be returned to the federal programs. If there is a balance due to GTCC as a result of these funds, you are responsible for payment. Further details and examples can be obtained at the Financial Aid Office.

It is very important that you ask questions, examine your schedule carefully, and TAKE RESPONSIBILITY for your schedule!

- **Check your program** in the catalog--be sure your classes are required if you are working toward a degree.
- **Transfer students** should check to make sure the classes you choose are transferable.
- **Check campus location** where your classes are offered--be sure it is where you want to be.
- **If you schedule classes on more than one campus**--make sure you have time between classes to travel between campuses.
- **Do not sign up for more classes than you want, planning to drop after the first day of class**, unless you are prepared to accept a 75% refund of tuition only.
- **If you need to DROP and ADD during the schedule adjustment period (first four days of the term), you must do so in one registration session.** That is the only way, your new class and your old class (if the number of credit hours are the same) will not result in you owing the state money.

Accounts referred to a third party for collection are subject to applicable collection fees.

Veteran's Office Signature: _____ **Date:** _____

(front information must be completed before signatures obtained)

Financial Aid Signature: _____ **Date:** _____

(front information must be completed before signatures obtained)