



160 Herrick Road, Newton Centre, MA 02459
Phone: 617-559-8603, Fax: 617-559-8601, hebrewcollege.edu

COURSE WITHDRAWAL FORM

Please complete and return this form to the Registrar's office by the end of the fourth week of classes for the semester. A permanent "W" will be placed on a student's transcript if the withdrawal request is made after the add/drop period ends. Academic probation may occur if too many withdrawals are on a student's transcript. Students may withdraw from class after the add/drop deadline; refunds will be given according to the schedule below. Nonattendance does not reduce or alter a student's financial obligation to the College. Please note: registration and late fees are nonrefundable.

REFUND SCHEDULE

Fall/Spring

During the add/drop period: 100 percent tuition refund
Second week of classes: 80 percent tuition refund, W on transcript
Third week of classes: 50 percent tuition refund, W on transcript
Fourth week of classes: 25 percent tuition refund, W on transcript
After the fourth week of classes: no tuition refund, W on transcript

Summer

During the add/drop period: 100 percent tuition refund
No refund after add/drop, W on transcript

Students receiving Federal Stafford Loans are subject to federally mandated refund regulations. Please check with the Financial Services Administrator for further information: 617-559-8642 or mjaye@hebrewcollege.edu. Students with extenuating financial circumstances may contact the Provost for consideration.

Course title _____ **Course code** _____

Course instructor _____

Semester _____

Date _____

Student ID _____

Name (last, first, MI) _____ M F

Email _____

Faculty adviser signature _____

(Only applicable to matriculated students in degree or certificate programs. The course withdrawal form cannot be processed without your faculty adviser's signature.)