



Office of the Registrar  
160 Herrick Road, Newton Centre, MA 02459  
617-559-8642 Fax 617-559-8825  
www.hebrewcollege.edu

## COURSE WITHDRAWAL FORM

Please complete and return this form to the Registrar's office by the end of the Add/Drop Period. A grade of "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 fees, late fees and music fees are nonrefundable.*

### REFUND SCHEDULE

#### **COURSES LASTING A FULL SEMESTER**

##### **Fall/Spring Courses**

##### **Hebrew Online during Summer Semesters**

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

#### **COURSES LESS THAN A FULL-SEMESTER IN LENGTH**

##### **All Summer Courses (except Hebrew Online)**

During the Add/Drop period for the specific class: 100 percent tuition refund

No refund after Add/Drop Period, W on transcript

Students receiving Federal Stafford Loans are subject to federally mandated refund regulations. Please check with the Financial Aid Office 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:**  Summer  Fall  Spring

**Date** \_\_\_\_\_ **Student ID** \_\_\_\_\_

**Student's**

**Name** \_\_\_\_\_

(last, first, MI)

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty adviser signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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