



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

## COURSE WITHDRAWAL FORM

**This form is to be used to withdraw from a class once the Add/Drop period has ended.  
Please return to the Registrar's office.**

- Refunds for withdrawals past the add/drop deadline will be given according to the schedule below.
- A grade of "W" will be placed on a student's transcript.
- Academic probation may occur if too many withdrawals are on a student's transcript.

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**

- During the Add/Drop period: 100 percent tuition refund
- First week after Add/Drop period ends: 50 percent tuition refund.
- Second week after Add/Drop period ends: 25 percent tuition refund.
- No tuition refund after two weeks past end of Add/Drop period.

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

##### **All Summer Courses**

- During the Add/Drop period for the specific class: 100 percent tuition refund
- No refund after Add/Drop Period.

Students receiving Federal Stafford Loans are subject to federally mandated refund regulations. Please check with the Financial Aid Office for further information: 617-559-8847 or bgielow@hebrewcollege.edu. Matriculated students with extenuating financial circumstances may contact their dean for consideration.

**Course title** \_\_\_\_\_

**Course code** \_\_\_\_\_ **Course instructor** \_\_\_\_\_

**Semester:**  Summer  Fall  Spring **Academic Year** \_\_\_\_\_

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

**Student's**

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

*(last, first, MI)*

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

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

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