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: __________