

COURSE WITHDRAWAL FORM

This form is to be used to withdraw from a Hebrew College class once the Add/Drop period has ended. Please return a printed and signed copy to the Registrar.

- Refunds for withdrawals past the Add/Drop period will be given per 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.
- Non-attendance does not reduce or alter a student’s financial obligation to the College.

Please note: registration and late fees are nonrefundable.

REFUND SCHEDULE

- During the Add/Drop period: 100% tuition refund
- First week after the Add/Drop period ends: 50% tuition refund.
- Second week after the Add/Drop period ends: 25% tuition refund.
- No tuition refund once 14 days have elapsed after the end of the Add/Drop period.

Students receiving federal student loans are subject to federally mandated refund regulations. Please contact the Financial Aid Coordinator for further information at financialaid@hebrewcollege.edu.

We encourage matriculated students with extenuating financial circumstances to talk with their dean and advisor before completing this form.

Student ID: _____ **Student Name:** _____
(First, middle initial, last)

Cell Phone: _____ **Email:** _____

Academic Year: _____ **Semester:** ___ **Fall** ___ **Spring**

Course Title: _____

Course Code: _____ **Course Instructor:** _____

Student’s Signature: _____ **Date:** _____

Advisor’s Signature: _____ **Date:** _____