



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 and late fees are nonrefundable.*

### REFUND SCHEDULE

#### All Fall/Spring Courses (except Biblical Hebrew)

#### Hebrew Online during Summer Semester

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

#### Biblical Hebrew

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

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 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 \_\_\_\_\_

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

Name (Last, First, MI) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Student 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.)*