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.)