

Adding/Dropping/Withdrawing from Courses Petition

Please read the information provided with this petition carefully and fill out this form in its entirety.

Hispanic Initiative COGOP Leader of Leaders

Name _____ GCTS ID # _____ Date _____

Degree(s) _____ Telephone _____ GCTS Email Address _____
(All educational information can only be sent to GCTS email addresses)

Course Added <small>(Course Numbers and Sections REQUIRED)</small>	Term <small>(e.g., Fall 2008)</small>	Course Dropped/Withdrawn <small>(Course Numbers and Sections REQUIRED)</small>	Term <small>(e.g., Fall 2008)</small>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 International Student Coordinator Signature (Required for F-1 Visa Students Only)

Please log into your Student Portal (via my.gordonconwell.edu) to ensure that all changes have been made correctly. If you notice any problems, please notify the Hispanic Ministries Office immediately (hispanicministries@gcts.edu).

 Student Signature (REQUIRED)

Adding/Dropping/Withdrawing from Courses Policies

Procedure:

• Your add/drop/withdrawal petition should be processed within two business days. Please log into your Student Portal (via my.gordonconwell.edu) to ensure that all changes have been made correctly. If you notice any problems, please notify the Hispanic Ministries Office immediately (hispanicministries@gcts.edu).

Deadline for ADDING/DROPPING courses:

• All add/drop forms should be handed in BEFORE the course begins its sessions.

Deadline for WITHDRAWING from courses:

• Students may withdraw from a course the first day of classes for the session. However, the amount of tuition refunded will be 50% of tuition. If the withdrawing form is completed after the first day, there will not be a tuition refund.
 • When a course is withdrawn from after the add/drop period (see deadlines above), a 'W' (withdrawn) will appear on the transcript.

Fees for ADDING and DROPPING courses:

• There is no fee for adding BTI or Semlink courses, but they cannot be added using this form; they must be added on special forms available in the Registration and Semlink Offices respectively.

Refunds:

• When you are WITHDRAWING from a course and requesting a tuition refund that differs in amount from that allowed under current policy (check the Academic Calendar and *Student Handbook* for refund policy), please complete the reverse side of this petition, the Tuition Refund Form.

To be filled out by overseer or professor ONLY:

I hereby declare that the above student handed in this form:

_____ Before the course began _____ At the end of the first day of class _____ After the first day of class

Authorized Official Signature: _____ Date: _____

Tuition Refund and Fee Waiver Request

Please complete this form in its entirety.

Hispanic Initiative COGOP Leader of Leaders

Notice will not be sent if a request to waive an add/drop fee is approved.

Notice of all other decisions will be sent to you via your GCTS e-mail account.

Name _____ GCTS ID # _____ Date _____

Degree(s) _____ Telephone _____ GCTS Email Address _____
(All educational information can only be sent to GCTS email addresses)

Course Number _____ Section _____ Course Title _____ Term course is registered _____
(i.e., HA, HB, BA, HS1, HIR, etc.) (i.e., Fall 2008, Spring 2009 etc.)

I am requesting a refund for an Add/Drop fee because:

- | | |
|--|--|
| <input type="checkbox"/> Registration Office changed a course's schedule | <input type="checkbox"/> I could not add/drop/withdraw online because the web would not allow it |
| <input type="checkbox"/> I was admitted to a waitlisted course | <input type="checkbox"/> I could not add/drop/withdraw online because I am an F-1 Visa student |
| <input type="checkbox"/> Other (explain below) | <input type="checkbox"/> I could not add/drop/withdraw online because: |

I am requesting a refund for:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 100% tuition | <input type="checkbox"/> Late/Improper Registration Fee |
| <input type="checkbox"/> 80% tuition | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> 50% tuition | |

State clearly and specifically your request and whatever reasons might justify its being granted.

(Note: Exceptions to the tuition refund policy are granted only in cases of serious illness or where there are extenuating circumstances. Non-attendance in the class is not considered a justifiable reason for special exception.)

Student Signature (REQUIRED)

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Notice of all other decisions will be sent to you via your GCTS e-mail account.**