

Semester this request is for:

(Check One)

| Add/Di Name: Number and Street Add/Di City / Town | | | | | | | rop/Withdrawal Form Student-ID (Required): | | | FALL: SPRING: SUMMER: WINTER: Year: 20 | |
|--|----------------------------------|---------------------------------------|-------|-----|---------------|--|---|----------------|--|---|--|
| | | | | | | | State | Zip | | | |
| Pleas Add | e complete Drop / Withdraw | Drop / 4-Digit Course Section Credits | | | credits | adding a course; or the second box when dropping/w Course Title | | /withdrawing f | Faculty Signature & Date A | | |
| Х | | 1234 | CH101 | 001 | 4 | Coll | ege Chemistry [Example line] | MWF | 8:00 – 8:50am | FACULTY SIGNATURE / DATE | |
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| Refund Policy: The date this form is received in the office will be the official date of withdrawal. Cont. Ed. Credit C Tuition & Fees: | | | | | | | Course- Evening, Weekend, Winter/Summe | | Non-Credit Workshops and Seminar Charges: Non-refundable after the start of the 1 st class meeting. | | |
| Before the 3 rd cla | | | | | | Before the 3 rd cla | ass meeting 100% ass meeting | refund | For online courses consult MassBay's website for specific refund calendar at www.massbay.edu/finance/refund . Withdrawals may impact awarded financial aid packages. | | |
| Received on: Received By: | | | | | | | ABANDONMENT OF A COURSE DOES NOT CONSTITUTE AUTOMATIC WITHDRAWAL. | | | | |
| Processed on: Processed NOTES: | | | | | ocessed By: _ | | Student's Signature: | | Date: | | |
| | | | | | | | Advisor's Signatu | re: | | Date: | |