



Day/Evening/Non-Credit Class Add/Drop/Withdrawal

Semester this request is for:
(Check One)

- FALL:
- SPRING:
- SUMMER – 1st 6-Weeks:
- SUMMER – 2nd 6-Weeks:
- SUMMER – 10 Weeks:
- WINTER:

Year: 20_____

Name: _____

Student-ID (Required): _____

Address: _____
Number and Street City / Town State Zip

Check all boxes that apply: Are you on an International Student Visa? If checked, the International Student Advisor is REQUIRED to sign before processing
 Are you a Student Athlete? If checked, the Athletic Director or designee is REQUIRED to sign before processing

Please complete the following: Mark the first box when adding a course; or the second box when dropping/withdrawing from a course.

Add	Drop / Withdraw	4-Digit Class #	Course #	Section #	Credits	Course Title	Days	Times	Faculty Signature & Date Are Required For Class Over Enrollment
X		1234	CH101	001	4	College Chemistry [Example line]	MWF	8:00 – 8:50am	FACULTY SIGNATURE / DATE

Refund Policy: The Date this form is received in the office will be the official date of withdrawal.

Day Course: Tuition only

Before the 1st day of scheduled College classes 100%
During the 1st week of scheduled College classes ...100%
During the 2nd week of scheduled College classes...50%
During the 3rd week of scheduled College classes...25%
Thereafter0%

Day Course: Fees only

Before & during the 1st week of scheduled College classes.....100%
Thereafter0%

Cont. Ed Credit Course- Evening, Weekend, Wntr/Summer:

Tuition only

Before the 2nd class meeting100
Before the 3rd class meeting50%
Before the 4th class meeting25%
Thereafter0%

Cont. Ed Credit Course- Evening, Weekend, Wntr/Summer: Fees only

Before the 2nd class meeting100%
Thereafter.....0%

Non-Credit Workshops charges are non-refundable after the 1st class meeting.

For On-line courses consult MassBay's website for specific refund calendar.

**Withdrawals may impact awarded financial aid packages.
Abandonment of a course does not constitute a withdrawal.**

Received on: _____

Received By: _____

Processed on: _____

Processed By: _____

Disclaimer: I understand that I am responsible for completing all of my academic program and major requirements.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____