LATE COURSE CHANGES (WEEKS 3 TO 6 ONLY)

**NOT TO BE USED FOR FULL WITHDRAWALS FROM THE UNIVERSITY*

LAST NAME	FIRST NAME	INITIAL	ID NUMBER	MAILBOX

SEMESTER ☐ FALL ☐ SPRING ☐ SUMMER 20___

COURSES FOR WITHDRAWAL

DEPT	#	SEC	HRS	COURSE TITLE	INSTRUCTOR SIGNATURE	DATE
e.g. PSYC	**105**	**A**	**3**	**Introduction to Psychology**	**Sample**	**Sample**

IMPORTANT: *Courses withdrawn during Weeks 3-6 will remain on your academic record and will be assigned a grade of "W".*

You can drop courses during Weeks 3 or 6 of the semester and receive a prorated refund of the tuition fees for those dropped courses.

PRORATED TUITION REFUND ON LATE COURSE WITHDRAWALS

Week 3 - 70% tuition refund Week 5 - 50% tuition refund

Week 4 - 60% tuition refund Week 6 - 40% tuition refund

Note: Your financial aid package will be reduced when dropping a course between Weeks 3 & 6.

COURSES FOR LATE ADDITION

Adding a course after the Add/Drop period is normally not permitted. Under extenuating circumstances, permission may be obtained from the University Registrar (signature required).

DEPT	#	SEC	HRS	COURSE TITLE	INSTRUCTOR SIGNATURE	REGISTRAR SIGNATURE	DATE
e.g. PSYC	**105**	**A**	**3**	**Introduction to Psychology**	**Sample**	**Sample**	**Sample**

Late Course Addition Fee = Tuition charge plus $20.00/course (to a maximum of $40.00 administration fee)

Number of semester hours in which enrolled before changes: _____

Number of semester hours in which enrolled after changes: _____

_____ _____

Signature of Student *Date*

_____ _____

Signature of Academic Advisor (required) *Date*

FOR OFFICE OF THE REGISTRAR USE ONLY

Date received: _____ Initials: _____ Date posted: _____ Initials: _____

Tuition Charge/Refund: _____

Late Addition Fees: _____

TRINITY WESTERN UNIVERSITY

OFFICE OF THE REGISTRAR

White - Student
Yellow - Office of the Registrar
06.12