



FOR OFFICE USE ONLY

A. Dean _____
 Registrar _____
 Financial _____

**BSL
 ADD/DROP Form**

Name: _____ **Date:** _____

Student #: _____ **Are you a VA student?** Yes No

NOTE: All adds or drops will incur a \$25 admin fee per course. I understand that I may be entitled to a full, partial or no refund of my tuition, for the affected class(es), according to the following schedule (student fees and tuition and fees paid by transient/visiting students are not refundable).

Dropping a class during the 1 st week of classes	100% of the charged tuition
Dropping a class during the 2 nd week of classes	75% of the charged tuition
Dropping a class during the 3 rd week of classes	50% of the charged tuition
Dropping a class during the 4 th week of classes	25% of the charged tuition
Dropping a class during the 5 th week of classes	0% of the charged tuition

I wish to drop and/or add the following courses (all class adds require the permission of the Associate Dean):

DROP:

ADD:

COMMENTS (reasons you are dropping or adding a class):

Student's Signature: _____