

Drop / Add / Withdraw Form

* This is not a Registration Form *

Name: _____	Phone (H): _____
Address: _____ Street Address	Phone (W): _____
City _____ State _____ ZIP Code _____	Soc. Sec. #: _____
_____ @ _____ E-mail Address	Date of Birth: _____
Is this a change of Name or Address? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Non-refundable Fees/Tuition

Late Registration: Paper and Online Registrations with all required documentation and payment must be received one week before class starts to avoid a \$50 late registration fee.

Drop: This action is for a course that has not started. A \$50 administrative fee will be charged to the student's account for each dropped course.

Withdraw: This action is for a course that has started; withdraw status prevents a failing grade, but **tuition is non-refundable after the start of class.** → To withdraw, this form must be submitted before the last class meeting.

I want to **ADD** the following course(s) to my schedule:

Course #	Course Title	Location	Dates

I want to **WITHDRAW** or **DROP** from the following course(s):

Course #	Course Title	Location	Dates	Action
				D / W
				D / W

Certification: *I understand that I am responsible for and agree to pay all charges I incur at Trinity, and that if I withdraw I must do so in accordance with the policies and procedures for the term in which I am enrolling. I understand that if I drop a course, I will be required to pay a non-refundable \$50 fee and that I am not eligible for a refund if I withdraw from a course after it begins. I understand that if I add a lab course I am responsible for the additional \$10 lab fee that I will incur. I understand that if my account becomes delinquent, I will be liable for collection costs and legal fees. I have read and understand the policies outlined on this form.*

Signature

Today's date

When adding a Technology course a \$10 Lab Fee applies.

Method of Payment: Check Money Order

Credit Card: American Express Discover **Acct. #:** _ _ _ _ _

Master Card Visa **Expiration Date:** _ _ / _ _

Trinity Use Only

Approved by _____ Date _____

\$50 drop fee charged _____ Refund granted _____

Mail: Trinity: Main Hall 228, 125 Michigan Ave NE, Washington, DC 20017

Fax: 202-884-9084 ♦ Email: ContinuingEd@Trinitydc.edu