

CHECK ONE:  Beatrice Campus • 4771 W. Scott Rd. • Beatrice, NE 68310-7042 • Fax (402) 228-2218  
 Lincoln Campus • 8800 O Street • Lincoln, NE 68520-1299 • Fax (402)437-2402  
 Milford Campus • 600 State Street • Milford, NE 68405-8498 • Fax (402)761-2324

**PLEASE PRINT CLEARLY**

Name: Last		First	Middle Initial	ID Number
Former Name:	E-mail Address: (required for students on class waitlists)		Social Security Number	
Local / Preferred Mailing Address:		City	State	Zip County

**DIRECTIONS:**

1. Clearly fill out the Drop/Add Form. **(PLEASE PRINT.)**
2. Secure the signatures for all classes added **after** the course has begun. **Both** the Division Dean and Program Chair signatures will be required after the last day to add.
3. Drops **after** the drop deadline are allowed only in extenuating circumstances and require **both** the Division Dean and instructor signatures.
4. Student must sign the form.
5. Take all copies of this completed form to Student Services.

■ **NOTE: It is important for you to consult with your advisor when dropping or adding a class regarding the effect this may have on your program completion or financial aid.**

CHECK TERM	
Year _____	
<input type="checkbox"/> Summer	<input type="checkbox"/> Winter
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring
<input type="checkbox"/> Declared	PROGRAM OF STUDY _____
<input type="checkbox"/> Undeclared	

**DROP**

Course Number	Course Title	Credit Hours	Instructor's Signature (Required after the drop deadline.)	Division Dean's Signature (Required after the drop deadline.)

**ADD**

Course Number	Course Title	Credit Hours	Instructor's Signature (Required after class has begun.)	Program Chair's Signature (Required after add deadline.)	Division Dean's Signature (Required after add deadline.)

OFFICE USE ONLY	
Official D/A Date: _____	
Cr. Hr. Chg. _____ to _____	Data Entry _____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL REFUND SCHEDULE FOR CREDIT CLASSES**

**Financial Aid:** Dropping classes could affect your financial aid status. Contact the Financial Aid Office BEFORE dropping and for additional information.

**Refunds/Additional Charges:** The Business Office will compute any additional charges or refunds based on the official Drop/Add date. **It is possible you will owe additional tuition if you drop and add classes after the term begins, even if your total credit hours are unchanged.**

Full tuition will be charged for classes added after the term begins.

Dropped classes will be refunded based on the date the student provides the College with an official written request to drop. The refund is calculated based on the beginning date of the course, NOT the date you registered. Refunds will be mailed to students. Please allow 30 days for processing. Contact the Business Office if you have questions about refunds.

*All days are included in the computation including Saturdays, Sundays, holidays, and weekdays. A student is entitled to a refund based on the following table:*

The refund is computed using the following formula:

$$\frac{\text{Drop date minus start date of course}}{\text{End date of course minus start date of course}} = \% \text{ elapsed}$$

CREDIT CLASSES	
% elapsed	% of refund
0.000–12.499	100
12.5 and over	0

Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program.