



## COURSE ADD/DROP REQUEST FORM

### STUDENT INFORMATION

Legal First Name	Legal Last Name	Preferred First Name
Birth Date (DD/MM/YYYY)	Student ID Number	E-mail

### ADD COURSE(S) - REQUEST DURING THE FIRST 2-WEEK ADD/DROP PERIOD

Course Number and Name 1.	Course Number and Name 2.	Course Number and Name 3.
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*Tuition fee for the added course(s) must be collected at the time of request.*

### DROP COURSE(S) - REQUEST DURING THE FIRST 2-WEEK ADD/DROP PERIOD

Course Number and Name 1.	Course Number and Name 2.	Course Number and Name 3.
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*Tuition fee for the dropped course(s) during this period will be refunded to the student account.*

### WITHDRAWAL COURSE(S) - REQUEST AFTER THE FIRST 2-WEEK ADD/DROP PERIOD

Course Number and Name 1.	Course Number and Name 2.	Course Number and Name 3.
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*Tuition fee for the dropped course(s) after this period will not be refunded to the student account. The student's GPA is not affected by "W" (an official withdrawal) designation on the transcript.*

### PLEASE READ AND SIGN BELOW

I hereby certify that the information entered above is complete and accurate. I understand that any false information will invalidate this request form. I am aware that the service fee is not refundable I hereby agree to abide by all the rules and regulations of the Dorset College.

Student's Signature	Date (DD/MM/YYYY)
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### OFFICE USE ONLY

Additional amount paid: \$ _____	Refund to the student account: \$ _____	No refund	Receipt No.:
Request processed by:		Database updated by:	

*Note: Please give a copy to Registrar and Accountant*