



**Dorset College**  
- Est. 1981 -

### COURSE WITHDRAWAL / ADD FORM

300-1215 West Broadway  
Vancouver B.C. V6H 1G7

T: 604.879.8686  
F: 604.874.8686  
E: info@dorsetcollege.bc.ca  
W: dorsetcollege.bc.ca

DLI# OI9394940932

#### General Information

Last Name( Family Name)			First Name (Given Name)			Semester		
Date of Birth Day      Month      Year			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			Student Number		

#### 1. ADD COURSE(S) - REQUEST DURING THE FIRST 2 WEEKS OF THE SEMESTER

Add \_\_\_\_\_  
Add \_\_\_\_\_  
Add \_\_\_\_\_

Tuition fee for the added course **MUST BE COLLECTED** at the time of request.

#### 2. DROP COURSES - REQUEST DURING THE 2 WEEK DROP PERIOD

Drop \_\_\_\_\_  
Drop \_\_\_\_\_  
Drop \_\_\_\_\_

Tuition fee for the dropped course during this period will be refunded to the student's account.

#### 3. DROP COURSES - REQUEST AFTER THE 2 WEEK DROP PERIOD

Drop \_\_\_\_\_  
Drop \_\_\_\_\_  
Drop \_\_\_\_\_

Tuition fee for the dropped course after the 2 week drop period will not be refunded to the student;s account. The student;s GPA is not affected by "W" ( an official withdrawal) designation on the transcript.

#### PLEASE READ AND SIGN BELOW

I Herby 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 College.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### OFFICE USE ONLY

Request received by \_\_\_\_\_

Receipt No. \_\_\_\_\_

Database/ Windsor update by \_\_\_\_\_

- Additional \$ \_\_\_\_\_ paid
- Refund \$ \_\_\_\_\_ to the student account
- No refund

\*Note: please give a copy to Registrar and Accountant.