

Drop Form



- Use this form to:
- * drop a course(s)
 - * reduce credit on an existing course
 - * withdraw from Antioch

Name (print) _____ Student ID _____

Term & Year _____ Daytime Phone# _____

Complete Address _____

This is a New Address

Incomplete forms will not be accepted and may delay your effective drop date. Submit your completed form first to the Student Accounts Office for clearance and further instructions.

<input checked="" type="checkbox"/>	Select Reason(s)	Additional Information
	Online registration is closed	
	Reduce credit on an existing course	Valid for variable credit courses only
	Drop all courses and register for a Leave of Absence*	Valid only during 100% refund period. Courses dropped after the 9 th day of the term will be marked LD-late drop.
	Drop all courses and defer enrollment to a future term	*New students only* dropping during 100% refund period. Contact Admissions to update your start date.
	Drop all courses and withdraw completely from Antioch	

Drop a Course (use additional forms as needed)

Complete Course # <u>Required</u> (ex. 30PSYC-590-1)	Course Title	# Credits
30 - -		
30 - -		

Reduce Credit on an Existing Course (to increase credit, use an Add Form)

Complete Course # <u>Required</u> (ex. 30PSYC-590-1)	Course Title	Old # Credits	New # Credits
30 - -			
30 - -			

→→→ My overall credit load will decrease from _____ credits to _____ credits.

→→→ I request that my tuition credit, if any, be held on my student account.

Tuition Credit for Dropped Courses Calculation of a tuition credit is determined by the date the Registrar's Office receives your completed Drop Form. A 100% tuition and fees credit is granted for courses dropped within the first nine calendar days of a term. After the ninth day, tuition is prorated using the tuition credit table published in the Student Financial Policies. Fees are not refunded after the ninth day of the term. **Tuition refunds**, if any, are generated within 14 days to the original payer of the tuition. When possible, a refund will be returned to a bank card used to pay the tuition, up to the amount originally charged. **Financial Aid Recipients** whose enrollment status drops below half-time are subject to the terms and conditions of your financial aid. In some cases, Antioch may be required to return aid to your lender that exceeds your tuition credit, causing a balance on account that you will be responsible for reimbursing to Antioch.

I understand that dropping classes does not relieve me from payment of tuition or other remaining balance on my student account. I agree to comply with the Student Financial Policies of Antioch University.

X _____ Date _____
Student Signature (required)

Submit this form in person, by mail, fax or scan: AUS Registrar's Office
 Questions? (206) 268-4772 2326 Sixth Ave.
 Seattle, WA 98121-1814

registrar@antiochseattle.edu
 fax: (206) 268-4242

Office Use Only	RG	FA	Sub	Unsub	Perk
Date Recd	SA		PL	Pell	SEOG