

LAKELAND COLLEGE KELLETT SCHOOL OF ADULT EDUCATION

ADD/DROP/WITHDRAWAL FORM

Name: _____ ID#: _____ Center: _____

TERM: _____ Financial Aid: Yes No V.A. Benefits: Yes No

ADD

Course # **Course Name** **Credits**

Additional Tuition Charge _____

DROP/WITHDRAWAL (Circle One)

Course # **Course Name** **Credits**

DROP BEFORE: By the end of the 1st week of the term* 100% Refund _____

WITHDRAWAL BEFORE: By the end of the 2nd week of the term* 75% Refund _____

WITHDRAWAL BEFORE: By the end of the 3rd week of the term* 50% Refund _____

WITHDRAWAL THEREAFTER: **NO REFUND**

*The full refund policy may be referenced under Academic Policies at: www.lakeland.edu/Adult/schedules.asp.
The full drop/withdrawal policy may be referenced in the Kellett School Academic Catalog.

Reason for Drop/ Withdrawal(s): _____

STUDENT: PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW:

I accept responsibility for the ramifications this may have regarding my graduation status and understand that, in the case of a withdrawal, a "W" will appear on my permanent academic record.

Signature: _____ Date: _____

Office Use Only:

Info Received by: _____ Date: _____

Advisor Signature: _____ Date: _____

Computer Data Entry:

Initial: _____ Date: _____

Business Office Use Only:

Credit Agreement Credit Account Mail Refund Credit Card Web Site

MC/VISA/Discover Account # _____ Exp Date _____ Sec. Code _____