

Goodwin College Official Add/Withdrawal Form

This form must be submitted to your advisor to be processed.

Semester & Year: _____

Student Last Name

First

Middle

ID #

It is highly recommended that you contact Financial Aid and the Business Office regarding your course add, withdrawal, or swap. If you have any questions regarding your Financial Aid/out of pocket balance please contact Financial Aid (860-727-6723) or the Business Office (860-727-6784) immediately. If you have any questions regarding your Academic Progress please contact the Academic Progress Coordinator at (860) 913-2142.

Courses Added

Course Code	Section	Session	Course Name	Day(s)	Time(s)	# of Credits

I understand that by signing this form that if I do not establish attendance in these classes by day 14, I will be withdrawn from the classes and will receive a financial penalty.

Courses Withdrawn

Course Code	Section	Session	Course Name	Day(s)	Time(s)	# of Credits

By making any adjustments to my course schedule, I am legally responsible for payment of tuition and fees associated with these courses. Nonpayment of this account is a breach of this agreement and may result in referral to a collection agency or attorney.

Please check here if you are also officially withdrawing from the college.

Effective date (please check one): Immediately At the end of the semester

Reason for withdrawing from the college (please check all that apply):

- Goals Changed Commuting Issues Personal/Work Issues
 Financial Concerns Caring for an Ailing dependent Physical Health
 Not Accepted to a Selective Admission Program
 Transferring to Another School (please indicate school): _____
 Other (please describe): _____

If you are enrolled in a 2nd module course(s) for the semester in which you are withdrawing, please initial in the box on the side if you intend to return for the 2nd module course(s).

You have 2 business days to "undo" your course withdrawal(s) from the date you submit this form. If you decide within 2 business days that you wish to remain in your course(s), you must email withdrawal@goodwin.edu and your advisor otherwise the course withdrawal(s) will be finalized.

Withdrawals from a 15 week course(s) received after the end of week 13 or week 5.5 for a module course(s) will result in an automatic grade of F.

By signing below I acknowledge that I have read the withdrawal and tuition refund policy as stated in the college catalog which can be found online at <http://www.goodwin.edu/registrar/withdrawing>.

Student Signature _____ Date _____

Advisor Signature _____ Date _____ Date received: _____

THIS FORM IS NOT CONSIDERED OFFICIAL UNTIL IT IS RECEIVED BY THE REGISTRAR'S OFFICE

Revised 03-11-2019

Advisors need to submit this form to withdrawal@goodwin.edu to be processed.