

Goodwin College Official Add/Withdrawal Form

Semester & Year: _____

Student Last Name

First

Middle

ID #

Courses Added

Course Code	Section	Session	Course Name	# of Credits

Courses Withdrawn

Course Code	Section	Session	Course Name	# of Credits

By registering for these courses, I am legally responsible for payment of tuition and fees associated with these courses unless I officially withdraw from a course(s) prior to the start of the semester. Please refer to the Goodwin College Refund policy in the college catalog for withdrawing from courses once the semester begins. Nonpayment of this account is a breach of this agreement and may result in referral to a collection agency or attorney.

Withdrawal Policy: Please read before signing! Your signature represents your agreement to these terms.

Day 1 to Day 14 of the semester	100% of applicable tuition (less \$500 per course withdrawn, less fees & books) will be refunded.
After Day 14 of the semester	No refund of tuition

Once the drop period ends, I understand that I will receive a "W" on my transcript for each of the withdrawn courses and that these will count as credits attempted. The "W" will not count in the calculation of my grade point average. I know that withdrawals are not permitted after the end of Week 13 for 15 week courses and after week 5 ½ for module courses. I understand that this form withdraws me from courses only and not from the college. Forms will not be processed without a student signature.

Course Swap Policy

Day 1 – Day 7 of the Semester	May swap any course for another with the same credit value
Day 8 of Semester – Day 7 of Second Module	May only swap 2 nd module courses for 2 nd module courses with the same credit value
Day 8 of 2nd Module – End of semester	No swapping may take place after Day 8 of 2 nd Module

Student Signature _____ Date _____
 Advisor Signature _____ Date _____
 Financial Aid _____ Date _____
 Business Office _____ Date _____
 SAP Coordinator _____ Date _____
 Registrar's Office _____ Date _____

Revised 10/2016