

# 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## Courses Withdrawn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.

<b>Day 1 to Day 14 of the semester</b>	100% of applicable tuition (less \$500 per course withdrawn, less fees & books) will be refunded.
<b>After Day 14 of the semester</b>	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Once the drop period ends, I understand that I will receive a "W" on my transcript for each of the withdrawn courses and that these will count as credits attempted.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.

## Course Swap Policy

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

You have 2 business days to "undo" your course withdrawal(s) from the date you initiate the withdrawal. If you decide within 2 business days that you wish to remain in your course(s), you must email [withdrawal@goodwin.edu](mailto:withdrawal@goodwin.edu) from your Goodwin College email otherwise the course withdrawal(s) will be finalized.

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

Revised 10/2016, 02/2018