



# Add/Drop Request Form

Today's Date: \_\_\_\_\_

Term (circle one): Fall/Spring/Summer

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

### Student Financial Services:

Past Add/Drop Deadline:  Yes  No  
 Return to Title IV Calculated:  Yes  No  
 Post-Drop Balance Due:  Yes  No  
 Student Financial Services Signature: \_\_\_\_\_

Financial Aid has been disbursed:  Yes  No  
 Tuition Adjusted per Refund Calc:  Yes  No  
 Balance Due From Student: \_\_\_\_\_

## Add *(please complete all sections other than those for "office use only," or your form may not be processed)*

Course Number	Section	Course Title	Instructor's Signature (see below)

- 1) Payment for add requests must be included with form.
- 2) Instructor's signature required for a course that has met once
- 3) It is not permitted to add a course if the course has met twice.
- 4) Students will be charged a \$50 fee for each form received after the Late Registration Date.

## Drop *(please complete all sections other than those for "office use only," or your form may not be processed)*

Course Number	Section	Course Title	Office Use Only LDA

- 1) Students will be charged a \$50 fee for each form received after the Late Registration Date.
- 2) Check the current Argosy University catalog for complete tuition, fee and refund information.

(Student Financial Services signature is required prior to submission to the Registrar's office)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Payment Information:

Visa  Master Card  Discover Card  American Express

TOTAL\$ \_\_\_\_\_ CardNumber: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code\* \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

*\*Visa, MasterCard & Discover Card users can find the 3-digit security code on the back of the card next to the signature box. American Express users can find a 4-digit security code on the front of the card just above and to the right of your main credit card number.*

*Note: Argosy University cannot independently confirm whether or not a credit card presented is a debit card. Should you provide a debit card for payment, you hereby accept full responsibility for charges processed to the card.*

### Refund Information:

Please indicate how you would like a refund to your account handled, if applicable.

Return funds to me by check  Refund my credit card (only available if paid by credit card)

\_\_\_\_\_  
Student Authorized Signature