



BIRMINGHAM THEOLOGICAL SEMINARY

ADD/DROP/WITHDRAWAL FORM AND REFUND POLICY

ADD/DROP

Students may add and/or drop courses through the end of the 2nd week of the semester for a fee of \$15 per course. Tuition paid for a dropped course will be credited to the student's account for future use.

Date: _____

Student Name: _____ Semester Enrolled: _____

Add Course Number/Name: _____ Professor: _____

Drop Course Number/Name: _____ Professor: _____

Professor Signature: _____ Date: _____

CREDIT/AUDIT CHANGE

A course may be changed from Credit to Audit through the end of the 2nd week of the semester. Overpayment of tuition will be credited to the student's account for future use. An audit student may change from Audit to Credit at any time during the semester with the signed permission of the professor of the course and by paying the additional tuition.

Date: _____

Student Name: _____ Semester Enrolled: _____

Course Number/Name: _____ Professor: _____

Change from Audit to Credit Change from Credit to Audit (through 2nd week of the semester only)

Professor Signature: _____ Date: _____

WITHDRAWAL

Students may withdraw from a course once the add/drop period ends until the end of the semester. A withdrawal is posted on the student's transcript as "W" (withdrawn). Students withdrawing from courses may receive a 50% tuition credit during the two weeks following the end of the add/drop period. After these two weeks, no tuition credit will be given.

Date: _____

Student Name: _____ Semester Enrolled: _____

Course Number/Name: _____ Professor: _____

Reason for Withdrawal: _____

Student Signature: _____ Date: _____