



CLASS ADD/DROP FORM

Date: _____

Student's Name: _____

Please use one form per student.

DEADLINES FOR ADDING/DROPPING FIRST SEMESTER CLASSES

Mar 1-June 30 - Fill out add/drop form, pay \$50 fee (no charge for tuition for the dropped class/classes)

July 1-end of sem. - Fill out add/drop form, tuition is due for the semester (no refund for dropped class/classes)

DEADLINES FOR ADDING/DROPPING SECOND SEMESTER CLASSES

Nov 1-Nov 30 - Fill out add/drop form

Dec 1-end of sem. - Fill out add/drop form, tuition is due for the semester (no refund for dropped class/classes)

*Full-year courses dropped during FIRST SEMESTER will only get a refund for SECOND SEMESTER.

A withdrawal from a course after the end of the second week and prior to the end of the eighth week of a semester will be listed on the student's official transcript with a grade of W (Withdrawal). A withdrawal from a course after the eighth week will be listed on the student's official transcript with a grade of WF (Withdrawal Fail) or WP (Withdrawal Pass).

Add/Drop Course(s)			
Courses to be Dropped	Teacher	Day/Time Offered	Semester or Year Long Class
Courses to be Added	Teacher	Day/Time Offered	Semester or Year Long Class

Please explain your reason for dropping (this will help us determine if you can receive a refund of any kind):

Student, parent, and teacher have discussed reason for dropping the class (if the drop is after the first 2 weeks of the semester).

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Teacher Signature: _____ Date _____

Academic Dean Signature: _____ Date _____

Office Use Only:

Payment Received
Check # _____ or Cash
Total Amount \$ _____

Roster Updated

Sycamore Schedule Updated

Sycamore Grades Updated (if applicable)

Report Card/Transcript Updated (if app.) ____/____/____

Attendance Folder Updated

ACH Updated (if applicable)

Sycamore Financial Updated

New Balance \$ _____

Date Notified of New Balance ____/____/____

NOTES: _____
