

Allen Community College Change of Schedule

Fall ☐ 1st 8 ☐ 2nd 8 ☐ Intersession ☐
Spring ☐ 1st 8 ☐ 2nd 8 ☐ Intersession ☐
Summer ☐

Student ID# _____

Today's Date _____

Initiated by (Please check) __Student __Instructor __Administration __HS Counselor

Student's Name _____
Last First Middle

DROP				ADD			
Course Number	Section	Course Name	Instructor's Approval	Course Number	Section	Course Name	Instructor's Approval

Student's Signature		
Advisor/Faculty Approval	VP for Academic Affairs/Dean Approval (if required)	Hours Approved for
For office use only		

Institutional Refund Policy

Students withdrawing from a class which is scheduled during a sixteen week semester will receive the following refund of tuition and fees:	Students withdrawing from a class which is scheduled during an eight week session will receive the following refund of tuition and fees:	Students withdrawing from a class which lasts less than eight weeks will receive the following refund of tuition and fees:
0-15 calendar days 100%	0-8 calendar days 100%	0-2 calendar day 100%
16th day to end of semester 0%	9th day to end of session 0%	3rd day to end of class 0%

The data used to calculate a refund is the date the student officially withdraws online, in person, or upon receipt of correspondence from the student.
To submit this form electronically, you must email it from your Allen email to your advisor.