

Drop Form: Drop a Course, Reduce Credit, or Withdraw from AUS

To drop a course and/or to reduce credit to an existing course, please complete this form. Form must be complete and all signatures must be obtained; incomplete forms will not be accepted and may delay your effective drop date.

Name (print)		AU Student ID	
Daytime Phone		Term/Year	

<input checked="" type="checkbox"/>	Select Action(s)	Additional Information
	Online registration is closed	
	Reduce credit to an existing course	Valid for variable credit courses only
	Drop all courses and register for a Leave of Absence*	*Valid only during 100% refund period. Courses dropped after 9 th day of the quarter will be marked W for Withdrawn
	Drop all courses and defer enrollment to a future quarter	New students only – dropping during 100% refund period. Contact Admissions to update your start date.
	Drop all courses and withdraw completely from AUS	

Drop a Course (use additional forms if needed)

Complete course Number (Required) (ex. 30PSYC-590-1)	Course Title	Number of Credits
30 - -		
30 - -		

Reduce Credit on a Currently Registered Course (to increase credit, use the Add Form)

Complete course Number (Required) (ex. 30PSYC-590-1)	Course Title	Prior # Credits	New # Credits
30 - -			
30 - -			

My overall credit load will decrease from _____ credits to _____ credits.

I request that my tuition credit, if any, be held on my student account

Tuition Credit for Dropped Courses

Calculation of tuition credit is determined by the date the Registrar’s Office receives your completed Drop Form. A 100% tuition and fees credit is granted for courses dropped within the first nine calendar days of a term. After the ninth day, tuition is prorated using the tuition credit table published in the Student Financial Policies. Fees are not refunded after the ninth day of the term. **Tuition refunds**, if any, are generated within 14 days to the original payer of the tuition. When possible, a refund will be returned to the bank card used to pay the tuition, up to the amount originally charged. **Financial Aid Recipients** whose enrollment status drops below half-time are subject to the terms and conditions of your financial aid. In some cases, Antioch University may be required to return aid to your lender that exceeds your tuition credit, causing a balance on account which you will be responsible for reimbursing to Antioch University.

By my signature, I indicate that I understand dropping classes does not relieve me from payment of tuition or other remaining balances on my student account. I agree to comply with the Student Financial Policies of Antioch University.

Student Signature (Required)

Date

To submit this form, please email the completed form to registrar.aus@antioch.edu using your AUS email account.

Questions? •Call 206-268-4772 •Fax 206-268-4242 •Mail AUS Registrar’s Office, 2326 Sixth Ave., Seattle WA 98121

For Office Use Only

Date Received:	RG	FA	Sub	Unsub	Perk
	SA		PL	Pell	SEOG