

# 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 <sup>th</sup> day of the quarter will be marked W for Withdrawn
	Drop all courses and defer enrollment to a future quarter	<b>New students only</b> – 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. PSYC-5900-1)	Course Title	Number of Credits
- -		
- -		

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

Complete Course Number (Required) (ex. PSYC-5900-1)	Course Title	Prior # Credits	New # Credits
- -			
- -			

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 [studentservices.aus@antioch.edu](mailto:studentservices.aus@antioch.edu) using your AUS email account.

Questions? Call: 206-268-4202 Fax: 206-268-4242 Mail: AUS Student Services Office, 2400 3rd Ave Suite 200, Seattle WA 98121

**For Office Use Only**

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