

# BELHAVEN UNIVERSITY

## Withdrawal—Drop/Add Form

Name: \_\_\_\_\_ SS/ID#: \_\_\_\_\_ Last Day in Class: \_\_\_\_\_

Program enrolled:  AA     BIB Certificate     BA/BBA/BSM/BASS  
 MBA/MSM/MSL     MAT     MED     MPA

*Please mark the appropriate selection below:*

Term: \_\_\_\_\_ FA: \_\_\_\_\_ VA: \_\_\_\_\_

### Drop/Add

Course #1 _____	Dates _____	Credits _____	Cost per credit _____	Total _____	<input type="checkbox"/> Drop	<input type="checkbox"/> Add
Course #2 _____	Dates _____	Credits _____	Cost per credit _____	Total _____	<input type="checkbox"/> Drop	<input type="checkbox"/> Add
Course #3 _____	Dates _____	Credits _____	Cost per credit _____	Total _____	<input type="checkbox"/> Drop	<input type="checkbox"/> Add
Course #4 _____	Dates _____	Credits _____	Cost per credit _____	Total _____	<input type="checkbox"/> Drop	<input type="checkbox"/> Add
Total Credits dropped _____		Total Credits added _____		Total cost _____		
Reason for drop/add: _____						
Estimated Date of Return: _____						

### Withdraw from Program

Course #1 _____	Dates _____	Credits _____	Cost per credit _____	Total _____
Course #2 _____	Dates _____	Credits _____	Cost per credit _____	Total _____
Course #3 _____	Dates _____	Credits _____	Cost per credit _____	Total _____
Course #4 _____	Dates _____	Credits _____	Cost per credit _____	Total _____
Total Credits withdrawn: _____			Total Cost: _____ <i>(prior to withdrawal)</i>	
Reason for withdrawal: _____				

I understand that dropping or adding a course or withdrawing from the program will affect my payment plan and/or Financial Aid.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Print)

#### For Office Use Only

Director of Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into PowerCampus by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered into PowerFaiDs by: \_\_\_\_\_ Date: \_\_\_\_\_