



Name

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Date: _____

Term: _____

Year: _____

Last First M.I.

Dropping a course (s)— Initial next to each statement below to indicate your understanding of any possible implications that may result from dropping a course (s).

- _____ 1. Since fall 2007, any student enrolled for the first time at any Texas public college or university is limited to six course withdrawals (drops) during his/her academic career. This rule applies to any course earning a grade of "W" at Laredo College and "W"s earned at any other Texas public college or university. **After a student drops six courses in his/her academic career, he/she will not be permitted to drop any more courses and will receive the grade earned for the course.**
- _____ 2. Students who enroll in certain courses taken for a third time or more OR who enroll in developmental courses and have already taken 18 or more semester hours of developmental coursework will be charged a differential tuition fee of \$60 per credit hour.
- _____ 3. Dropping below full time status may adversely affect **financial aid, eligibility as a dependent for insurance coverage, and veteran's benefits.**
- _____ 4. International students must receive prior approval from the international student representative before dropping below full time. **Failure to receive approval may jeopardize student VISA status.**
- _____ 5. **Before dropping a course, students are encouraged to meet with financial aid staff.**
- _____ 6. Before dropping a course, students must consult with their advisor. Students that do not have an advisor must meet with their instructor.
- _____ 7. Any changes made to a student's schedule after the first class day will have an additional \$10 fee per transaction (event).
- _____ 8. Any student completely withdrawing from all courses will be charged a matriculation fee of \$15.
- _____ 9. **I certify that I am only withdrawing from the listed course(s) in this form and I Do Not intent to drop from any other course(s). I understand that withdrawing from any other course may affect my eligibility to Title IV funds for this and/or next semester.**

Students who drop will pay the following percentages of their tuition:

0% Prior to the first class day of semester or session				Classes with beginning and end dates that vary from the regular semester/session may have a different refund schedule. For more information, visit the Office of the Registrar and Admissions, Lerma Peña Bldg. Room 116 or Billy Hall Rm. A113 .			
30% During the first 15 class days (or first 5 days in Summer)							
75% During the 16 th – 20 th class days (or 6 th – 7 th class days in Summer)							
100% After the 20 th class day (after the 7 th class day in Summer)							
Add Course (s) (Registration)				Drop Course (s)			
Part of Term (F01, N01)	CRN (12052)	Course EX: ENGL Number 1301	Section M01	Part of Term (F01, N01)	CRN (12052)	Course EX: ENGL Number 1301	Section M01
				<input type="checkbox"/> Waive Prerequisite <input type="checkbox"/> Reg in Closed Class <input type="checkbox"/> Cancelled Class			
				<input type="checkbox"/> Waive Prerequisite <input type="checkbox"/> Reg in Closed Class <input type="checkbox"/> Cancelled Class			
				<input type="checkbox"/> Waive Prerequisite <input type="checkbox"/> Reg in Closed Class <input type="checkbox"/> Cancelled Class			
				<input type="checkbox"/> Waive Prerequisite <input type="checkbox"/> Reg in Closed Class <input type="checkbox"/> Cancelled Class			
				<input type="checkbox"/> Waive Prerequisite <input type="checkbox"/> Reg in Closed Class <input type="checkbox"/> Cancelled Class			

Indicate your reason for dropping or provide a brief explanation below:

Financial Aid Comments:

Signature and Date

Advisor: _____ Date: _____

Instructor: _____ Date: _____

Dept Chair: _____ Date: _____

Financial Aid: _____ Date: _____

By signing this form, I certify that I have read and understand the following statements:

I understand that I am responsible for all applicable tuition and fees. Automatic penalties may result if I drop or do not complete a course(s), as per the tuition/fee refund policy and/or grading policies of the institution.

Student's Signature: _____ Date: _____

Forward this form to Financial Aid Office at finaid@laredo.edu upon completion please return completed form to the Office of the Registrar and Admissions, Lerma-Peña Bldg. Rm. 116 or Billy Hall Rm. A113 or via email to classchange@laredo.edu

Office Use	B or A
Processed by:	
Date:	