

Student Name

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Date: _____

Semester: _____

Last

First

Initial

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). (If applicable)**
- _____ 8. Any student completely withdrawing from all courses will be charged a matriculation fee of \$15. **(If applicable)**
- _____ 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 at Lerma Peña Bldg. Room 116 or send email to registrars@laredo.edu .			
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 (1, N08, F08)	CRN (12052)	Course EX: ENGL Number 1301	Section M01		Part of Term (1, N08, F08)	CRN (12052)	Course EX: ENGL Number 1301	Section M01
				Waive Prerequisite Closed Class Canceled Class				
				Waive Prerequisite Closed Class Canceled Class				
				Waive Prerequisite Closed Class Canceled Class				
				Waive Prerequisite Closed Class Canceled Class				
				Waive Prerequisite Closed Class Canceled Class				

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

If student is receiving financial aid funds this section must be completed.

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: _____

Office Use	B or A
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