

\* Please check with the Financial Aid office before changing your schedule  
\* FILING OF FORM IS STUDENT'S RESPONSIBILITY. CHANGES ARE NOT OFFICIAL UNTIL THIS FORM IS DATED AND SIGNED BY THE ADMISSIONS/REGISTRATION OFFICE.

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
MI

**DROP - List course(s) you are dropping. \*See class schedule or catalog for deadline.**

ID NO.	ABBREV.	NO.	SEC.	DESCRIPTION	CR	NAME OF INSTRUCTOR

**ADD - List course(s) you are adding. \*See class schedule or catalog for deadline.**  
(Instructor signature required after the 2<sup>nd</sup> day of quarter)

ID NO.	ABBREV.	NO.	SEC.	DESCRIPTION	CR	INSTRUCTOR SIGNATURE

**AUDIT - Please mark one of the following: Changing from Credit to Audit \_\_\_ Enrolling for Audit**

ID NO.	ABBREV.	NO.	SEC.	DESCRIPTION	CR	INSTRUCTOR SIGNATURE

**Note: Please see back of form for withdrawal and refund policy.**

**Student Signature:**

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*For Office Use Only*

Date Input to Computer:	By:
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**Note: If you are receiving financial aid, please be aware that a reduction in credits could adversely affect your award status. A complete withdrawal from the college will result in the loss of financial aid eligibility, even if you are not receiving financial aid in the quarter you withdraw.**

**WVC REFUND POLICY(PLEASE READ)**

The Wenatchee Valley College Board of Trustees authorizes the cashier to refund fees when a student withdraws from college or course(s) and to determine a pro-rated refund for courses with varying start and end dates. The chief financial officer has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV federal aid are available in the WVC financial aid office and in the federal financial aid handbook.

**A. FALL, WINTER, SPRING, SUMMER QUARTERS**

Tuition and related fees for fall, winter, spring, and summer quarters are refunded upon withdrawal from college or course(s) as follows:

Tuition and fees will be refunded at 100% through the fifth business day for all quarters.

Tuition and fees will be refunded at 50% from the sixth business day through the twentieth business day for fall, winter, and spring quarters only.

Tuition and fees will be refunded at 50% from the sixth business day through the sixteenth business day for summer quarter only.

Tuition and fees will not be refunded after the sixteenth business day (summer quarter only) and after the twentieth business day for fall, winter and spring quarters only.

**B. REFUND EXCEPTION RULES**

No checks will be processed for refunds that are less than \$25. Refund balances may be applied to future quarters of attendance, refunded to credit cards, or paid out in cash, according to established procedures. Any refund balances remaining after eight quarters will be forfeited. Self support programs may, with institutional approval, develop different refund policies for programmatic reasons. Refund policies pertaining to these programs will be listed in the quarterly class schedule.