MARIA COLLEGE

DROP ADD FORM

Last name:_____ First: _____ MI:_____

Birth date:_____/_____/_____ Student ID Number:_____

Home: (____)_____ Cell: (____)_____ Email:_____

DROP COURSE(S):

Course #	Section	Course Name	Credits	Comments

ADD COURSE(S):

Course #	Section	Course Name	Credits	Permission of Instructor (Required for prerequisite or over enrolled courses)

REQUIRED SIGNATURES

Student   Date   Advisor.   Date   Business Office   Date

Accounts are due and payable at the time of registration. Checks should be made payable to Maria College and sent to the Business Office. In addition to cash payment, students may use MasterCard and Visa. Verified financial aid will be credited to student accounts after being validated by the Financial Aid Office. A late payment charge of $25.00 per month will be applied to any outstanding balance.

By adding, dropping or withdrawing for the above course(s) you have incurred tuition liability. Non-attendance in a course does not constitute either a drop or withdrawal from the course or limit your financial obligation. It is your responsibility to be aware of the tuition refund policy, how to officially withdraw from a course, and the deadlines to add, drop, or withdraw from a course.

□ **Waiver of Prerequisite Course Requirement**	
Required Course:_____	Instructor Approval:_____
Required Course: _____	Instructor Approval: _____