

COURSE WITHDRAWAL FORM

Maria College, Registrar's Office, 700 New Scotland Avenue, Albany, NY 12208, Fax 518-730-9623

STUDENT INFORMATION			
Last Name:		First:	Middle:
Birth date: / /	Student ID Number:	Home Phone Number: ()	Cell Phone Number: ()

Students may withdraw from courses upon academic advisement and the filing of proper request forms up to the end of the tenth week of classes. Students who do not follow the official withdrawal process as specified in the academic catalog are considered enrolled and their grades will be recorded. Please submit this completed form to the Registrar's Office for processing.

WITHDRAW FROM COURSES		
Course Number	Section	Course Name

REQUIRED SIGNATURES	
_____ Advisor's Approval	_____ Date
_____ Business Office Approval	_____ Date
_____ Financial Aid Office Approval	_____ Date
<p>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.</p> <p>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.</p>	
_____ Student Approval	_____ Date