

**DROP/ADD FORM**



**INSTRUCTIONS:**

- \* Drop/Add Form must be signed and completely filled out for proper processing
- \* Fax the signed form to Business Office at 937-374-4962 or email to: businessoffice@payne.edu

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

Total credit hours before drop/add \_\_\_\_\_ Campus: Residential \_\_\_\_\_ Online \_\_\_\_\_

**DROP**

Session	Course #	Course Title	Credit Hours
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			

**ADD**

Session	Course #	Course Title	Credit Hours
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			
R__O__O2__I__			

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition Credit Policy for Residential and Online Courses**

- During the first week of any session.....100% Credit
- During the second week of any session.....50% Credit
- After the second week of any session.....No Credit

**Tuition Credit Policy for Intensive Courses**

- 14 Days Before Intensive Class.....100% Credit