### 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

### Drop/Add Form

**Student Name:** ____________________________  **Date:** ______________

**Academic Year:** ______________  **Semester:** ______________

**Total credit hours before drop/add** ______________  **Campus:** Residential ____ Online ____

#### DROP

<table>
<thead>
<tr>
<th>Session</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ADD

<table>
<thead>
<tr>
<th>Session</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R__O__O2__I__</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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