

DROP COURSE FORM

Nondiscrimination Policy: American Pathways University admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

—For Registrar's Use Only—							
APU	Personal Information	Membership/Affiliations	Major Designation	Course Registration & Fee	Financial Resources	IRS 1040 Form	

Check On Box: **Pre-Course Registration** **In-Class Registration**

Date: _____ **Application For Tuition Refund** (Check BOX if applying for a refund of tuition. This form must be dated, signed, and received by the APU Registrar *before* the Withdrawal Deadline in order to qualify for a refund.)

Section I: Personal Information	Name: _____ Social Security No. _____
	Mailing Address: _____
	Home Ph: _____ Work Ph: _____ email _____
	Home Address: _____
	Alternate Contact Person: _____ Phone: _____

Section II: HELP Consortium Affiliation:

<input type="checkbox"/> None	<input type="checkbox"/> CCESJ	<input type="checkbox"/> ColoUpLift	<input type="checkbox"/> Aspen Center	<input type="checkbox"/> Denver Rescue Mission	<input type="checkbox"/> DIUS
<input type="checkbox"/> HELP Staff	<input type="checkbox"/> Missions Door	<input type="checkbox"/> 21stCentury	<input type="checkbox"/> URBACAD	<input type="checkbox"/> Zoubida Cole College	<input type="checkbox"/> Urban Pathways

Section III: Drop Course Deadlines	<u>Course Length</u>	<u>Withdrawal (Refund) Deadline</u>
	A. 1-2 Session Courses	Before second session of the course.
	B. 3-5 Session Courses	Before second session of the course.
	C. 6-10 Session Courses	Before first session of second half of the course.*
	D. 11-16 Session Courses	Before first session of second half of the course.*
*When the second half of the course begins mid-session, the deadline is before the beginning of that session.		

Section IV: Course Withdrawal Information

COURSE WITHDRAWAL: Complete the information requested below for each course being dropped (include all NonCredit, Audit, and Credit courses being dropped). Enter the cumulative total number of credits being dropped.

Course No.	APU Course Title	Credits*	Withdrawal Deadline	Professor's Signature
CUMULATIVE TOTAL NUMBER OF CREDITS DROPPED:			(*Do not enter number for NonCredit or Audit courses)	
		(Add the credit column to get the total)		

Section V: Preliminary Refund

(NOTE: Only tuition of courses registered for CREDIT is refundable. To qualify for a refund this Drop Course Form must be delivered to the APU Registrar *before the Withdrawal Deadline* in Section III. No fees are refundable.)

		<u>Credits Dropped</u>
Line 1:	Total Number of CREDITS DROPPED in Section IV:	_____
Line 2:	Tuition per credit (\$100 per undergraduate credit; \$350 per graduate credit):	\$ _____
Line 3:	TOTAL TUITION (multiply Line 1 by Line 2):	\$ _____
Line 4:	FINANCIAL AID (enter total for all dropped courses from Tuition Invoice):	\$ _____
Line 5:	TOTAL REFUNDABLE AMOUNT (subtract Line 4 from Line 3)	\$ _____

_____ Student's Signature	_____ Advisor's Signature	_____ Provost's Signature
Please Print Name	Please Print Name	Please Print Name