



BIRMINGHAM THEOLOGICAL SEMINARY

ADD/DROP/WITHDRAWAL FORM AND REFUND POLICY

Students withdrawing from courses may receive a 50% tuition credit through the end of the 2nd week of the semester. If a refund is desired, it must be requested in writing by the student; otherwise, paid tuition will be credited to future courses.

Unauthorized withdrawal will cause the student to receive failing grade in the course. Authorized withdrawal, later than two weeks, will be listed on the student transcript as W (withdrawn).

A course may be changed from Credit to Audit at any time through the end of the 2nd week of the semester. No credit of tuition will be made in the event of such a change.

An audit student may change from Audit to Credit by submitting a statement of approval signed by the professor of the course and paying the additional tuition.

WITHDRAWAL

Students may withdraw from a course before the semester ends.

Date: _____

Student Name: _____ Semester Enrolled: _____

Course Number/Name: _____ Professor: _____

Reason for Withdrawal: _____

CREDIT/AUDIT CHANGE

Date: _____

Student Name: _____ Semester Enrolled: _____

Course Number/Name: _____ Professor: _____

Change from Audit to Credit Change from Credit to Audit (through 2nd week of the semester only)

Professor Signature: _____ Date: _____

STUDENT DROP/ADD FORM

Students may drop and/or add courses through the end of the 2nd week of the semester for a fee of \$15 per course.

Date: _____

Student Name: _____ Semester Enrolled: _____

Drop Course Number/Name: _____ Professor: _____

Add Course Number/Name: _____ Professor: _____

Professor Signature: _____ Date: _____

Student Signature: _____ Date: _____