



# BIRMINGHAM THEOLOGICAL SEMINARY

## ADD/DROP/WITHDRAWAL FORM AND REFUND POLICY

### ADD/DROP

Students may add and/or drop courses through the end of the 2nd week of the semester for a fee of \$15 per course. Tuition paid for a dropped course will be credited to the student's account for future use.

Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Semester Enrolled: \_\_\_\_\_  
Add Course Number/Name: \_\_\_\_\_ Professor: \_\_\_\_\_  
Drop Course Number/Name: \_\_\_\_\_ Professor: \_\_\_\_\_  
Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CREDIT/AUDIT CHANGE

A course may be changed from Credit to Audit through the end of the 2nd week of the semester. Overpayment of tuition will be credited to the student's account for future use. An audit student may change from Audit to Credit at any time during the semester with the signed permission of the professor of the course and by paying the additional tuition.

Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Semester Enrolled: \_\_\_\_\_  
Course Number/Name: \_\_\_\_\_ Professor: \_\_\_\_\_  
 Change from Audit to Credit     Change from Credit to Audit (through 2<sup>nd</sup> week of the semester only)  
Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### WITHDRAWAL

Students may withdraw from a course once the add/drop period ends until the end of the semester. A withdrawal is posted on the student's transcript as "W" (withdrawn). Students withdrawing from courses may receive a 50% tuition credit during the two weeks following the end of the add/drop period. After these two weeks, no tuition credit will be given.

Date: \_\_\_\_\_  
Student Name: \_\_\_\_\_ Semester Enrolled: \_\_\_\_\_  
Course Number/Name: \_\_\_\_\_ Professor: \_\_\_\_\_  
Reason for Withdrawal: \_\_\_\_\_

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