

ADD/DROP & WITHDRAWAL FORM

Quincy College Enrollment Services
150 Newport Avenue Ext.
Quincy, MA 02171
(617) 984-1700 or (617) 984-1650
www.quincycollege.edu

Quincy College, Plymouth Campus
36 Cordage Park Circle, Suite #228
Plymouth, MA 02360
(508) 747-0400
www.quincycollege.edu

Quincy College Official Use

Date Received: _____

Student ID#: _____

First Name _____ Middle Name _____ Last Name _____

Street _____ City _____ State _____ Zip _____

Telephone _____ Social Security Number (last 4 digits) XXX-XX-____-____-____-____

Current Semester (check one):

- Fall Winter Spring Summer I Summer II Summer III Summer IV
 I receive financial aid I receive veteran benefits
 A third party employer is billed for my tuition Original form of payment: Cash Credit Card

COURSES DROPPED

Course #	Course Name	Instructor

COURSES ADDED

Course #	Course Name

PLEASE NOTE: THERE IS A DROP FEE FOR EVERY COURSE DROPPED. The drop fee is \$20 per line.

REFUND POLICY: Students who have officially withdrawn from the school due to illness or other reasons may secure a refund of tuition according to the following schedule:

15 Week Semester Courses:

- 100% up to six (6) calendar days after the first class meeting
50% seven (7) to thirteen (13) days after the first class
0% fourteen (14) class days after the first class meeting

Special Session Schedules (5, 7 and 10 Week Courses):

- 100% the day prior to the start of the 2nd class meeting
50% the day prior to the start of the 3rd class meeting
0% the day of the 3rd class meeting

The official date of drop/withdrawal is the day the Enrollment Services Office receives written notice of such withdrawal, regardless of the number of classes attended.

CERTIFIED (For Quincy College Official Use)

Date: _____

Processed by: _____