



# ADD/DROP & WITHDRAWAL FORM

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

QC at Plymouth  
36 Cordage Park Circle, Suite 228  
Plymouth, MA 02360  
(508) 747-0400  
quincycollege.edu

Quincy College Use  
Date Received: \_\_\_\_\_  
Student ID#: \_\_\_\_\_

## STUDENT INFORMATION

First Name Middle Name Last Name

Street City State Zip

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

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/Check  Credit Card

COURSES DROPPED		
Course #	Course Name	Instructor

COURSES ADDED		
Number	Section	Course Name

PLEASE NOTE: THERE IS AN ADD/DROP FEE FOR EVERY COURSE ADDED AND/OR DROPPED  
The drop fee is \$20 per line

### REFUNDS

Refund Policy: Students who have officially withdrawn from the school due to illness or other reasons may secure a refund of tuition according to the following schedule: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

100% through 7 calendar days from the first class meeting  
50% 8th calendar day through the 14th calendar day  
0% after the 14th calendar day

#### Other semesters: 5, 7, 10 weeks, intersession, summer

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 start 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  
Date: \_\_\_\_\_  
Processed by: \_\_\_\_\_