



OFFICE OF ADMISSIONS & RECORDS

College Drive • P.O. Box 2001
Toms River, NJ 08754-2001

SEMESTER:

SOCIAL SECURITY NO.:

ADD/DROP
(PRINT FIRMLY)

STUDENT ID NO.:

PRINT NAME: LAST FIRST MIDDLE

HOME ADDRESS: NUMBER STREET CITY STATE ZIP

E-MAIL ADDRESS:

PLEASE ADD

Table with 5 columns: COURSE NO., SEC., TITLE, CREDITS, INSTRUCTOR'S SIGNATURE. Includes a TOTAL HOURS row at the bottom.

PLEASE DROP

Table with 8 columns: COURSE NO., SEC., TITLE, CREDITS, W, F, LAST DATE OF ATTENDANCE, INSTRUCTOR'S SIGNATURE. Includes a TOTAL HOURS row at the bottom.

REASON FOR REQUEST:

STUDENT'S SIGNATURE: DATE:

ADVISOR'S SIGNATURE: DATE:

Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must complete a drop form in person. FAILING TO ATTEND CLASS WILL NOT RELIEVE YOU OF YOUR FINANCIAL RESPONSIBILITY, EVEN IF YOU HAVE NOT YET PAID YOUR FULL TUITION BILL.

- Class canceled by the college: 100%
Withdrawal prior to the first official day of the semester/term: 100%
Withdrawal between the first official day of the semester/term, up to and including the official attendance census date of the semester/term: 50%
Withdrawal after the official attendance census date of semester/term: No Refund

IT IS THE RESPONSIBILITY OF THE STUDENT TO OFFICIALLY WITHDRAW FROM CLASSES DURING THE APPROPRIATE REFUND PERIODS IF THE STUDENT IS TO RECEIVE A REFUND OR CREDIT.

DO NOT WRITE BELOW THIS LINE

REGISTRAR'S APPROVAL: BY: DATE: REFUND CREDIT % STATUS OF SEM. HR.: PART-TIME / FULL-TIME UNCHANGED INCREASED DECREASED BALANCE SEM. HRS. CARRIED: