Capital Bible Seminary
LANCASTER BIBLE COLLEGE

CHANGE OF COURSE FORM

Student Name *(Please Print Legibly)* _____ **Student ID** _____ **Semester** *(ex: Spring-2012)* \ _____

1. Check all that are appropriate:

- ☐ VA Benefit**
- ☐ FACTS Payment*
- ☐ International Student on I-20
- ☐ Federal Loans/Grants**
- ☐ Voc. Rehab**
- ☐ Tuition Remission **
- ☐ Institutional Scholarships**
- ☐ Project Bridges/Promise Fund**

*FACTS payments will automatically be adjusted to cover any outstanding balance as a result of changes in enrollment.
** Changes in enrollment may result in adjustments (cancellations, reductions, etc.) in federal, state, institutional, and military benefits/aid.
It is the student's responsibility to inquire with the Financial Aid Office how his/her aid will be affected.

2. Read the Grade Policy: Courses dropped without notifying the Academic Affairs Office will receive an automatic "F". Merely ceasing from class attendance does not constitute official withdrawal. Courses dropped in the first eleven weeks of a semester receive a grade of "W" with the submission of this form at the time of withdrawal. Any courses dropped after the eleventh week receives an "F".

3. Read the Tuition Refund Policy: The Academic Affairs Office has the following tuition refund policy for courses dropped: (a) before the first class session has met, 100%; (b) during the first week of the course, 90%; (c) Second week, 75%; third and fourth weeks, 50%; (d) fifth, sixth, and seventh weeks, 25%; over seven weeks, no refund. **Note: Fees are non-refundable.**
Tuition refunds will be granted according to the official date of withdrawal. Students who change a course from credit to audit during the semester will not receive a refund for the course. Student body fees, auditing fees, and other special fees are not refundable. Any student who withdraws before completing tuition payments is responsible for the balance due on the tuition for the semester. Tuition refunds for modular and online courses will be prorated accordingly. After the online registration period (see published dates in current registration packet), a change of course fee applies. For more information, please review the semester appropriate Registration Packet

4. Check One:

- ☐ If I have a credit balance as a result of a Tuition Refund, I wish the amount to be left on my Student Account.
- ☐ If I have a credit balance as a result of a Tuition Refund, I wish the amount to be refunded to me.

5. Indicate the number of credits currently registered for (before requested changes): _____

6. Complete the section(s) that apply:

☐ **DROP/ADD COURSE:** Course withdrawals (drops) must be done prior to the last 25 % of the course.
Course additions (adds) must be done before the second week of normal semester courses; For other courses, see Registrar.

Drop or Add	Course No.	Sec.	Title	S.H.	Reason

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

☐ **CHANGE FROM CREDIT TO AUDIT:** Courses must be changed from Credit to Audit prior to the last 25% of the course.

Credit or Audit	Course No.	Sec.	Title	S.H.	Reason
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

☐ **UPGRADE *FIRSTLOOK* to CREDIT or AUDIT to CREDIT:** *Courses* can be changed prior to the end of the course.

Upgrade	Course No.	Sec.	Title	S.H.	Degree Program/Concentration
_____	_____	_____	_____	_____	_____

I have read the Grading and Tuition Refund Policy set by the Academic Affairs Office and understand that if a balance is owed as a result of adjustments made to my student account, I am responsible for submitting payment to resolve the outstanding balance.

Student Signature: *(original signature required)* _____ **Date:** _____

---------- **OFFICE USE ONLY** ----------

ENTRY ON PERMANENT RECORD:

[ ] W [ ] No entry [ ] A

AMOUNT OF TUITION REFUND:

[ ] 100% [ ] 90% [ ] 75%

[ ] 50% [ ] 25% [ ] None

APPROVED DATE: _____

CHECK LIST:

__ Enter on database & Revise Student Schedule

__ Copy to Student __ Copy to Student Accounts

__ Copy for Student File __ Copy to Financial Aid

__ Notify Professor

REGISTRAR'S SIGNATURE: _____

ADDITIONAL COMMENTS:

[ ] Student Accounts Updated

[ ] FACTS Payment Adjusted

[ ] Fin Aid Adjusted

Revised 01/2013