



# LEBANON COLLEGE

15 Hanover Street • Lebanon, New Hampshire 03766 • (603) 448-2445

For Office Use Only		
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## ADD/DROP FORM

Student Name: \_\_\_\_\_ Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_

I wish to Add/Drop the following course(s):

### **ADD:**

Course Title & #	Date	Time	Signature of Instructor

### **DROP:**

Reason for dropping: \_\_\_\_\_

Course Title & #	Date	Time

Permission of the instructor(s) is required to add a course. Officially adding or dropping a course must be done within the first thirty calendar days of the term. Please return this **SIGNED** form to the registrar prior to the end of the add/drop period.

### **Tuition Refund Policy**

#### **For 2 or 3 credit classes:**

- Refund requests received before the second class: 100% of tuition minus the non-refundable registration fee.
- Requests received before the third class: 50% of tuition minus the non-refundable registration fee.
- Requests received after the third class: NO REFUND.

#### **For non credit or 1 credit courses or workshops of more than 3 classes:**

- Refund request before the first class: 100% of tuition minus the non-refundable registration fee.
- Refund request after the first class: NO REFUND.

#### **For courses of three (3) sessions or less: NO REFUNDS**

Course tuition includes a non-refundable registration fee of \$20.00 for non-matriculating students and \$100.00 for matriculating students.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_