# Schedule Change Form

*Office Use:*_____

**Student Name:** *(Printed)*_____ **Student #: V**_____

**Date of Birth:**_____ **Cell Phone:**_____ **Alternate Phone:**_____

**TERM:** ❑ **Summer**_____ (year) ❑ **Fall**_____ (year) ❑ **Spring**_____ (year) **Advisor:**_____

| COURSES TO ADD | | | | |
|---|---|---|---|---|
| ***CRN#*** | ***Subject/Course*** | ***Course Title*** | ***Instructor Signature*** *(after add period)* | ***Date*** |
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| COURSES TO DROP/WITHDRAW | | | | |
|---|---|---|---|---|
| ***CRN#*** | ***Subject/Course*** | ***Course Title*** | ***Instructor Signature*** *(after add period)* | ***Date*** |
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**Reason(s) for Drop/Withdrawal:** *(check all that apply)*

- ❑ Financial Reasons
- ❑ Transportation Issues
- ❑ Conflicts with Work Schedule
- ❑ Medical Reasons
- ❑ Issues with Childcare
- ❑ Unsatisfactory Progress in Course
- ❑ Moving Out of Area
- ❑ Military Duty
- ❑ Other:_____

**Student Signature:**_____ **Date:**_____

**STUDENT FINANCIAL RESPONSIBILITIES AND REFUND INFORMATION:**

**Extenuating Circumstances:** if a student becomes seriously ill or is critically injured after the refund period or withdrawal period has ended, an appeal may be made to the Vice President of Student Services Office.

**Federal Financial Aid Recipients:** Students receiving federal financial aid who withdraw from the institution may be required to repay part or all of financial aid received.

**Financial Liability:** by registering for courses, you are financially responsible for all tuition and fees. Students who are not planning to attend Jefferson College must drop their courses within the refund period to eliminate their financial obligation to the College. Students with a balance due to the College who withdraw after the refund period are obligated to complete their payment in order to receive official transcripts, as well as to re-enroll in the future. In addition, any unpaid balance due to the College will be subject to collection action. A documented last date of attendance/participation based on an academically-related activity will be used to determine the portion of aid earned by financial aid recipients who officially withdrawal from courses, not the date the withdrawal form is submitted.

**Refund Period:** during the regular 16-week semester, a student who officially drops by the end of the second week of the semester will receive a 100% refund of tuition/fees paid. During the 8-week term, a student who officially drops by the end of the first week of the term will receive a 100% refund of tuition/fees paid. Refund dates for courses of non-standard length are available at the Enrollment Services Office or online.

This form may be submitted in person to any Jefferson College enrollment site; mailed to the Enrollment Services Office at:
1000 Viking Drive, Hillsboro, MO 63050; faxed to 636-789-5103; or e-mailed to register@jeffco.edu.

*Revised July 2020*