



# Weimar University

## Change in Course Enrollment Form

Name: \_\_\_\_\_

	Course Title	Credits	Instructor's Signature
<b>DROP</b>  <i>Deadline: Two weeks after midterm grades are posted</i>			
<b>CHANGE</b> (Credit to Audit)  <i>Deadline: Two weeks after midterm grades are posted</i>			

Course Load before Change: \_\_\_\_\_ Course Load after Change: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

**Fees:**

- **\$20.00** fee **per** "Change in Course Enrollment Form"
- **Method of Payment:**  Student Account  Cash  Check  Credit Card

**Record:**

- If a course is dropped **before** the seventh business day of the semester, it will be **deleted** from the record.
- **After** the first seven days of the semester and up to two weeks after midterm grades are posted, a dropped course will be recorded as a **"W"** (Withdrawal) on the transcript.

I will change the enrollment status of the courses listed above, and agree to and will abide by the policies stated on this form:

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student Finance Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only** Paid: \_\_\_\_\_ Finalized: \_\_\_\_\_

## Tuition Refund Policy

If the University has collected tuition money for a course and cancels on or prior to the first day of instruction, 100 percent of academic charges will be refunded to the student within 45 days.

The University will refund any credit balance on the student's account within 45 days after the date of the student's completion of or withdrawal from the education programs in which the student was enrolled.

Students will receive a 100% refund of all tuition charges if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later. A completed official Withdrawal or Cancellation form must be filed with the Office of Admissions and Records. For students who have completed 60 percent or less of the period of attendance for the semester, the refund will be refunded on a pro rata basis as shown on the following chart.

Student room and board is refunded based on the same percentage basis as tuition. All fees are nonrefundable. Refunds will be sent to the student within 45 days of their cancellation or withdrawal.

If a student is sponsored or supported by a worthy student fund, and the application of the worthy student fund to the account resulted in a credited balance, no refund will be issued to the student. The credit balance will be transferred back to the worthy student fund, up to the amount of the awarded funds.

### Withdrawal

If a student withdraws from a course during the first seven business days of the semester, the course will not be recorded on their transcripts. But if a student drops a course after the first seven business days of the semester and up to two weeks before final examination week, the drop will be recorded as withdrawn (W) on the transcript. This grade will not affect the grade point average.

### Audit Courses

Changing from credit to audit may be done up until two weeks after midterm grades are posted. An audit student is required to attend a minimum of 75% of classes, but is not obligated to complete class work or take course quizzes or examinations. If a student does not meet the required attendance percentage by the end of the semester, they will be automatically withdrawn from the class, incur the change fee, and it will appear as a W on the transcript. Students who have audited a class will not be allowed to challenge that class. The fee for auditing a course is 50% of the tuition charge per credit, if taking a course load under 12 credits or above 16 credits.

### Scholarships

A student that is receiving the Literature Evangelism Scholarship or the Missionary Grant must maintain a course load of 12 credits or higher in the semester in which the scholarship is received and applied.

### International Requirements:

International undergraduate students are required by law to be enrolled in at least 12 credits per semester.

International Graduate students are required by law to be enrolled in at least 9 credits per semester.

#### *Full Semester Refund*

Date of Withdrawal/Cancellation	Refund Received
1st week	100%
2nd & 3rd weeks	80%
4th & 5th weeks	60%
6th - 9th weeks	40%
10th week through end of term	0%

#### *Shortened Summer Session Refund*

Date of Withdrawal/Cancellation	Refund Received
1st week	100%
2nd week	50%
3rd week through end of session	0%