

DROP/ADD FORM HERITAGE BIBLE COLLEGE

Office of the Registrar, Heritage House
P.O. Box 1628, Dunn, North Carolina 28335 (910) 892-3178; (910) 491-9665 (Fax)

- This is not a withdrawal form. If attempting to withdraw from all courses for a particular term, you will need to use the *Total Withdrawal Form* which is available at the Registrar's Office or online.
- Use this form to add or drop individual courses after the first day of instruction but before the last day of drop/add.
- NOTE: These changes are not official until all steps are completed, including payment of any charges that are due.

Academic Period: _____ **Activity** _____
 ____ Fall ____ Spring ____ Summer ____ Year ____ **\$10 Fee** Per Drop/Add Form ____ Waive Fee
PLEASE PRINT CAREFULLY- Complete all information requested below

Name:	Social Security #:
Street:	Home Phone:
City	Cell Phone:
State, Zip	Email:

DROP FROM A COURSE: To drop from a course, submit this form to the Registrar's Office prior to the last day of drop/add.

Course #	Course Name	Credits	Instructor's Signature	Date

Credit hours before drop: ____ Adjusted credit hours: ____

ADD A COURSE: To add a course, submit this form to the Registrar's Office prior to the last day of drop/add.

Course #	Course Name	Credits	Instructor's Signature	Date

Credit hours before add: ____ Adjusted credit hours: ____

Check all of the following benefits that apply and obtain appropriate signature(s). All students MUST obtain signature from the Business Office.

____ Advisor Advising Official _____ Date _____
 ____ Financial Aid Financial Aid Director _____ Date _____
 ____ VA Educational Benefits VA Certifying Official _____ Date _____
 ____ Business Office Business Office _____ Date _____

Signature of Student _____ **Date:** _____

REGISTRAR USE ONLY

Withdrew Week #: ____ Tuition refund, if applicable: ____% Date received: ____/____/____ By: _____

Remarks: _____

1 copy each: Registrar, Financial Aid, Business Office, Student