

DROP/ADD FORM
HERITAGE BIBLE COLLEGE

Office of the Registrar, Business Offices
P.O. Box 1628, Dunn, North Carolina 28335 (910) 892-3178; (910) 461-9790 (Fax)
srzonca@heritagebiblecollege.edu

- 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 at www.heritagebiblecollege.edu/forms
- 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: _____ Fall _____ Spring _____ Summer _____ Year **Activity:** _____ **\$10 Fee** Per Drop/Add Form _____ Waive Fee

PLEASE PRINT CLEARLY- Complete all information requested below:

Name:	
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 a 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