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.

**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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
<th>Instructor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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
- [ ] Financial Aid
- [ ] VA Educational Benefits
- [ ] Business Office

Signature of Student ___________________________ Date: __________

**REGISTRAR USE ONLY**

Withdrawn Week #: ______ Tuition refund, if applicable: _____% Date received: ___/___/___ By: __________

Remarks: ____________________________

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