



Great Bay
Community College

320 Corporate Drive
Portsmouth, NH 03801
Phone: (603) 427-7610
FAX: (603) 334-6308

Spring ___ Summer ___ Fall ___
ADD/DROP FORM

NAME: _____

Student ID# @

Financial Obligation Statement - I understand by registering for courses at GBCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the cost of the outside collection agency, any legal fees and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

TUITION REFUND POLICY Credit and Non-Credit Courses

All refunds require that the student complete an official withdrawal form. Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Students registered for non-credit workshops/professional training must withdraw in writing at least three business days prior to the first session to receive a full refund of tuition and fees. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

DROP A COURSE: Submit form to College Services One Stop by withdrawal deadline. Check if this is a College Withdrawal

Instructor signature and "WP" or "WF" grade required ONLY after the 60% mark of the course.

CRN	Course	Section	Title	Instr. Sig./Date	Grade
10001	ACCT113	HYA	Acct. & Financial Reporting I		

Add Policy

Students are allowed to add classes up to and including the seventh (7th) calendar day of the semester (prorated for alternative semester lengths—see catalog), if space is available. Students who add classes are subject to the full attendance policy and are held responsible for all course materials and assignments. Before adding a class students should consult with the instructor to determine the extent of make-up work necessary for success in the class. A course may be added after the seventh (7th) calendar day of the semester (prorated for alternative semester lengths) only with the permission of the instructor*.

Exceptions to Add Policy

- 100% online classes: If the semester/class has started, a student may add a 100% online class only with the permission of the instructor* (and advisor if matriculated).
- Lab Classes: If the semester has started, a student may add a class with a lab component only if the first class has not been missed. Once the first class has been missed, the student may add only with the permission of the instructor* (and advisor if matriculated). Examples of lab classes are, but not limited to: lab science, computer technologies, information systems technology and drawing. Final decisions of what is considered a lab class rest with Academic Affairs.

*The program chair or program coordinator may sign the add form if the instructor is unavailable.

CRN	Course	Section	Title	Instr., Prog. Chair; Sig./Date (required after Add period)
10001	ACCT113	HYA	Acct. & Financial Reporting I	

Student Signature: _____ **Date:** _____

Advisor Signature (required for matriculated students adding a course): _____ **Date:** _____

OFFICE USE ONLY

TERM: _____ FA: ___ YES ___ NO Processed By: _____ Date: _____ Current Total Credits _____



Withdrawal Checklist

In the college's effort to gather information to support retention and quality improvement, we ask that you respond to our anonymous withdrawal survey. Please return this with your ADD/DROP form. Responses are kept separately to assure anonymity. Thank-you.

Course(s) you are withdrawing from is:

Date of Withdrawal: _____

- 16 weeks long
- Late start 12 week
- 1st 8 week course
- 2nd 8 week course
- Online

Reasons for Withdrawal

- Didn't have the pre-requisite for the course
- Didn't feel prepared for the level of work
- Not comfortable with the online learning format
- Course required too much work
- Course wasn't as expected
- Instructor's style was not a good fit for me
- Changed Major
- Course not required for program of study
- Course won't transfer as expected
- Transferred in an equivalent course
- Transfer to other college
- Work schedule change
- Too heavy a course load with other responsibilities
- Financial challenges
- Transportation issues
- Relocation
- Other personal issues
- Other _____

Comments: _____
