



**Great Bay**  
Community College

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Spring \_\_\_ Summer \_\_\_ Fall \_\_\_  
**ADD/DROP FORM**

**NAME:** \_\_\_\_\_

**Student ID#** **A** \_\_\_\_\_

**Financial Obligation Statement** - I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that 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 agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, 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. 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 that semester, not 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 - EXAMPLE -		

**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**

1. 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 for prerequisites and matriculated students).
2. 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 for prerequisites and matriculated students). Examples of lab classes are, but not limited to: lab science, computer technologies, digital media technology, 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 - EXAMPLE -	

**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!*

**Length of course(s):**

**Date of Withdrawal:** \_\_\_\_\_

Course:	#1	#2	#3	#4	#5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full Term 16 Weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 <sup>st</sup> Half 8 Weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 <sup>nd</sup> Half 8 Weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Front Part 12 Weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Late Start 12 Weeks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom Term

**Term:**     SPRING     SUMMER     FALL

**Was the course(s) 100% Online or Hybrid?**

Course:	#1	#2	#3	#4	#5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100% Online
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hybrid <i>(Courses that blend traditional face-to-face learning with online learning)</i>

**Reason(s) for withdrawal:**

Course:	#1	#2	#3	#4	#5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Didn't have the pre-requisite for this course
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Didn't feel prepared for the level of work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not comfortable with the online learning format
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Course required too much work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Course wasn't as expected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor's style was not a good fit for me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Changed major
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Course not required for program of study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Course won't transfer as expected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transferred in an equivalent course
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transfer to other college
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work schedule change
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Too heavy a course load with other responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial challenges
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation issues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relocation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other personal issues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

**Comments:** \_\_\_\_\_