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

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

**Student ID#**

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**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.

**Automatic Award** - Upon completion of the program for which you applied, Great Bay may automatically award the credential you earned (i.e. Certificate or Degree).

**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.

**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 for prerequisites and matriculated students).
- 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 - <i>EXAMPLE</i> -	

**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 - <i>EXAMPLE</i> -		

**Is your withdrawal related to the COVID-19 Pandemic?**      **Yes**      **No**      **If yes, then check any that apply:**

<input type="checkbox"/> Illness of the student or family member	<input type="checkbox"/> Need to become a caregiver or first responder	<input type="checkbox"/> Inability to access wi-fi due to closed facilities	<input type="checkbox"/> An increase in work hours as a result of the COVID-19 emergency
<input type="checkbox"/> Loss of childcare	<input type="checkbox"/> Economic hardship	<input type="checkbox"/> Other COVID-related withdrawal ----->	Explanation

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

OFFICE USE ONLY				
TERM:	FA:	YES	NO	Processed By: _____ Date: _____ Current Total Credits _____