Kingston University

ADD/DROP FORM

Note: Add or drop in courses will not be official and recorded, unless this form is filled and signed by the student and academic advisor

Student Name: _____ **ID #:** _____ **Program:** _____ **Term/Year** _____/_____

ADD				DROP*			
Course No.	Course Title	Unit	Instructor's Approval	Course No.	Course Title	Unit	Last Date Attended
	Total Units						
	Tuition Due ($____/unit X total units)						
	Total Amount Due				**Total Units**		

*Only a prorate amount of tuition paid is refundable to the student if the student drops the course(s) after the second week of classes. <u>Students are not allowed to drop any course after the class progress reaches 50% or more</u>.

Total Number of Units Enrolled after ADD and DROP: _____ (F-1 student must meet minimum full-time study loading requirement)

_____   _____
Student signature   Date

~~~~~~~~~~~~~*Academic Advisor/Dean's Use*~~~~~~~~~~~~~~~~   ~~~~~~~~~~~~~~~~~~~~ *Registrar's Office* ~~~~~~~~~~~~~~~~~~~~

STUDENT MEETS SAP REQUIREMENT: Total Amount Refundable for Course(s) Dropped:
   ☐**YES** ☐**NO; REQUEST IS DENIED.** $_____ (Tuition paid $_____ x ___% refundable)
                                                      Total Amount Due/Refundable after ADD and DROP: _____

_____   _____
Academic Advisor/Dean's Approval   Registrar's Approval

_____   _____
Date   Date