



Heritage College & Seminary
Course Change and
Late Enrollment Form

COLLEGE SEMINARY

Please read the refund and administrative fee information on the back of this form.

Student Information			
Name of Student:		Current Program:	
Student Number:		Term:	

DROPPING Courses				
Course Code	Course Format	Course Name	Credit Hours	Credit OR Audit

ADDING Courses				
Course Code	Course Format	Course Name	Credit Hours	Credit OR Audit

Are you completely withdrawing from studies at this time? Write YES or NO		
Anticipated Return to Studies date:		

Please indicate if you would like any credit left on your account or returned to you by cheque: (Write Account or Cheque) If no selection is made, the credit will be left on your account.	<input type="checkbox"/> I am an OSAP student
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Before you sign: I understand the refund factors and administrative fees outlined **on the back of this form** and how they apply to me. I realize changes may cause me future scheduling problems and/or could delay my graduation. OSAP students' refunds are sent directly to the NSLSC.

Student Signature		Date:	
Faculty Advisor Signature:		Date:	
Financial Aid Rep. Signature:		Date:	

Administrative Fees & Tracking (office use)			
Fee Description	Number of Courses being dropped (the fee is multiplied by this number)	Fee	Total
Drop of three credit hour course		X \$100	
Drop of two credit hour course		X \$70	
Drop of 1 or 1.5 credit hour course		X \$35	
Drop of online course		X \$300	
Course change fee for adding courses only	<i>Not applicable</i>	\$10	
Late Registration (Enrollment) Fee (after Online Enrollment deadline)	<i>Not applicable</i>	\$100	
Total Administrative Fees:			

Office Tracking			
Apply Refund as Week Number:	Before Change	Credit Hrs:	Audit Hrs:
	After Change	Credit Hrs:	Audit Hrs:
	Registrar's Office	Initials:	Date:
	Effective Date	Initials:	Date:
	Accounting Office:	Initials:	Date:
	Moodle:	Initials:	Date:
Notes:			

Notes about administrative fees for adding and dropping courses: the tuition fee will be refunded according to a schedule (see below) in which refunds decrease following specified dates in the term. Any administrative fee (outlined on the front of this form) is subtracted from the tuition fee before the refund factor is applied. Incidental fees are non-refundable. Refunds will not apply to independent study fees or applied music fees. For clarification please see the student handbook. Because of the nature of online courses, there is a \$300 administrative fee for withdrawing. **Modular or Multi-Modal courses follow the same weekly withdraw refund factor schedule and are subject to the same fees as regular on-campus weekly courses, even if the class has not yet met in the term.**

Withdraw Refund Factor Schedule		
Week	Percentage Refund	Academic Penalties
1	100%	No Record
2	91%	No Record
3	82%	No Record
4	73%	Withdraw
5	64%	Withdraw
6	55%	Withdraw
7	46%	Withdraw
8	37%	Fail
9	27%	Fail
10	18%	Fail
11	9%	Fail
12	0%	Fail