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. Students are not allowed to drop any course after the class progress reaches 50% or more.

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:
☐**YES** ☐**NO; REQUEST IS DENIED.**

Total Amount Refundable for Course(s) Dropped:
$_____ (Tuition paid $_____ x ___% refundable)
Total Amount Due/Refundable after ADD and DROP: _____

_____
Academic Advisor/Dean's Approval

_____
Registrar's Approval

_____
Date

_____
Date