Add/Drop Course Form

This form is to be completed by students who wish to add or drop a course that they have already registered for. Note that courses may only be added and dropped in the first week of each Registration Period. Once completed, submit to the Registrar's Office.

Student Details (please print in CAPITAL LETTERS)

Last Name: _____   Matriculation ID: [ ][ ][ ][ ][ ][ ][ ]

First Name: _____   Contact Telephone: _____

Address: _____   Address 2._____

Postal Code: _____   Email: _____

Date of Request: _____

Course Details.

I wish to request for the addition or removal of the following course(s) from my registered courses for Semester/Period:_____of

Academic Year: _____   I understand that I will only be fully refunded for the course if this request is within the

first week (five (5) class days) at the beginning of the Registration Period. Thereafter, the Refund Policy as documented in the Student Handbook or

other University documentation will be in effect. *(NOTE: If you qualify for a refund, please fill in the Request for Refund Form).*

Course ID:	Course Title:	Add/Drop:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that I am required to fulfill the following before my drop from a course will take effect:

    a) Make all outstanding payments to Northrise University
    b) Return all borrowed Northrise University property pertaining to the course(s)

Student's Signature: _____   Date: _____

Office Use Only

To be completed by the Registrar

Course(s) Processed in (a) SMS [ ] Yes   [ ] No

Processed By: _____

Signature: _____

Date Processed: _____

To be completed by Accounts

Courses Processed in SMS [ ] Yes   [ ] No

Processed By Name: _____

Signature: _____

Date Processed: _____

<u>Remarks:</u>

_____

_____

_____

_____