



Semester Add/Drop: FALL 20 ___ SPRING 20 ___ SUMMER 20 ___ WINTER 20 ___

Student ID # _____

Last Name: _____ First Name: _____ Middle/Maiden Name: _____

Email Address: _____ Primary Phone: _____

If any of your contact information has changed, please complete the following:

Address _____
Number, Street, City, State, Zip

Are you receiving VA Benefits? Yes No Are you receiving Financial Aid? Yes No

Please follow the specific directions as they pertain to added and/or dropped classes as stated in the Add/Drop Policy.

ADD

CRN	SUBJ.	CRSE.	Title	CR	Days-MTWRFS	Time

DROP

CRN	SUBJ.	CRSE.	Title	Last Date Attended Each Class

Advisor's Signature _____ Date _____

REFUND POLICY: Application, Student Activity, and College Service Fees are **NON-REFUNDABLE**. For more detailed information, please visit www.asnuntuck.edu/tuition-fees or you may obtain a Student refund Policy brochure at the Cashier's Office. **Fall/Spring Semesters:** A refund of 100% of Tuition and Lab Fees will be granted for notices of withdrawal received prior to the first day of the semester. For full-term classes, a refund of 50% of Tuition and Lab Fees will be granted for notices of withdrawal received from first day of the semester through the fourteenth calendar day of the semester. No refunds will be granted after the fourteenth calendar day of the semester. Different deadlines may apply for accelerated classes. **Summer/Winter Semesters:** A refund of 100% of Credit Extension and Lab Fees will be granted for notices of withdrawal received on or before the last business day before the start of the term. No refunds will be granted as of the first day of the class.

To the best of my knowledge, the information on this form is complete and accurate. I assume responsibility for knowing and following course prerequisites, co-requisites, program requirements, and payment obligations.

Student Signature _____ Date _____

Authorized: Yes No If yes, Refund Category: Total Full Tuition Half Tuition

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.

Políticas Antidiscriminatorias: Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/ Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, dkosior@asnuntuck.edu (860) 253-3005, Asnuntuck Community College.