



UNIVERSITY OF NORTHERN VIRGINIA

Please check the appropriate box

Registration Add Drop Form

New Student Continuing Student

<i>For Business Office Use Only</i>	
Total Changers _____	Received By _____
Date _____	SN _____
Refunds _____	Others _____

Term	Course #	Sec #	Day	Time

Mr./Ms./Mrs. _____
Family Name

First Name Middle Initial SSN / Student ID #

Address Number & Street

City State / Province Zip Code

Country e-mail Address

() _____ () _____
Telephone Home Work

Advisor Date

Student's Signature Date

CHECK HERE IF THERE ARE ANY CHANGES TO YOUR RECORD

RECEIPT

Registration Fee \$ _____ Tuition \$ _____ Other Fees \$ _____ Total \$ _____

Check # _____ Credit Card # _____ Received by _____ Date _____

Tuition Refund Policy: Students who withdraw before the completion of a term will be charged for tuition in accordance with the following schedule for the period during which they are in residence: (Note: The registration fee is non-refundable.)

Period of Residence 1 Class Tuition Charge 20% Period of Residence 2 Classes Tuition Charge 40% Period of Residence 3 Classes Tuition Charge 100%

Course Transfer & Auditing Policies: No additional fees will be charged if you complete the ADD/DROP form before the first day of the term. You may transfer to another course ONLY before the second class of the course and a transfer fee per course will be charged. To drop a course, you must complete the ADD/DROP form and failure to do so will result an 'F' grade in the course.

Students must be fully enrolled and have first obtained signed permission to audit a class from both the instructor AND the Department Chair. Forms are available in the Office. The audit fee is 1/3 of full tuition plus registration fee. Auditing student must complete registration process before entering class. No letter grade will be given for auditing a class and will not count into GPA.

White: Registration Office

Yellow: Business Office

Pink: Student Copy