



THE KING'S UNIVERSITY

Drop/Add/Schedule Adjustment Form

Please note: Refer to Student Catalog for Refund Schedule. The date of withdrawal is certified as the date on which this form is filed with the Registrar (*not the date of the last class student attended*). Failure to attend a class does not constitute withdrawal.

STUDENT NAME _____ STUDENT ID# _____ TODAY'S DATE _____

There is a \$15 fee for each Drop/Add/Schedule Adjustment Form submitted beginning the second week of a quarter.

DROP

Course#	Course Title	Units	Credit	Remarks

ADD

Course#	Course Title	Units	Credit/Audit	Remarks

CHANGE

Course#	Course Title	Units	Credit/Audit (To/From)	Remarks

PLEASE CHOOSE FROM THE FOLLOWING:

Refund Preference:

If you are due a refund after the schedule adjustment, please select one of the following methods of application.

Please allow 2-3 weeks for processing. If no box is selected the refund will be applied as a credit to your student account.

Check One:

- Credit to my student account
- Refund check

STUDENT SERVICES OFFICE USE ONLY

Financial Aid

Approval to Drop: _____ Date: _____

Registrar

Computer Entry _____ Date _____

New Adjustment Totals

Total Units Prior to Adjustment _____
Total Units after Adjustment _____

Total Adjustment _____

CREDIT CARD INFORMATION

Visa MasterCard Discover Credit Card Number _____ Exp. Date _____
Name on Credit Card _____ Billing Address/City/State/Zip _____