



Add/Drop Form

I am a: Full Time Student Part Time Student Graduate Term: _____
 Student

Name : _____ Student ID #: _____ Telephone Number: _____

Home Address: _____

Courses Added					Courses Dropped				
Course #	Section	Title	Credits	Instructor	Course #	Section	Title	Credits	Instructor

Advisor's Signature: _____ Date: _____

Student Signature: _____ Date: _____

Revised: August 9, 2016. Property of Centenary University of New Jersey, 400 Jefferson Street, Hackettstown, NJ 07840-(908)852-1400.

SEE REFUND POLICY ON BACK OF THIS FORM

REFUND POLICY

For detailed information contact the Bursar's Office or go to: <http://www.centenarycollege.edu/cms/en/bursar-billing-office/refund-policies/>

Traditional Undergraduate and Graduate Program Students - Fall & Spring Semesters*

Refunds of the Semester Charges paid will be made in accordance with the following schedule:

Withdrawal Prior to the 1st day of the Semester	100%
Withdrawal During the 1st week of the Semester	75%
Withdrawal During the 2nd week of the Semester	50%
Withdrawal During the 3rd week of the Semester	25%
Withdrawal after the 3rd week of the Semester	0%

Traditional Summer Programs*:

Refund of Semester Charges will be made in accordance with the following schedule:

Withdrawal Prior to the 1st day of a Summer Session	100%
Withdrawal During the 1st week of a Summer Session	75%
Withdrawal During the 2nd week of a Summer Session	50%
Withdrawal After the 2nd week of a Summer Session	0%

The date used to calculate the specific period of enrollment shall be the date on which the student notifies the University, as stated above, of his/her intent to withdraw or take a leave of absence from the university or a course. Refunds will be made in accordance with any federal and/or state loan or grant program regulations.