ACUPUNCTURE & INTEGRATIVE MEDICINE COLLEGE, BERKELEY

Fall 2019 DIDACTIC ADD/DROP FORM
LAST DAY TO ADD/DROP: Thursday, September 12
LAST DAY TO WITHDRAW FROM A COURSE: Saturday, November 9

_____   _____
Student's Printed Name   Email

ADD	COURSE & SECTION #	COURSE NAME	UNITS	DROP	ADMIN USE ONLY
☐				☐	☐
☐				☐	☐
☐				☐	☐
☐				☐	☐
☐				☐	☐

FINANCIAL AID   Are you receiving Financial Aid?   ☐ No   ☐ Yes (if yes, complete this box)

Will dropping the courses listed put you below 12.0 units for the term?   ☐ No   ☐ Yes: You must see the Financial Aid Office to have your aid packaging adjusted.
Will dropping the courses listed put you below 6.0 units for the term?   ☐ No   ☐ Yes: **Initial the following if you are dropping below 6.0 units:**

> I understand that by dropping below half-time enrollment (6.0 units), the school must return to the lender all aid funds distributed to me. This calculation is done under federal rules and is separate from any tuition refund calculated by AIMC. I have seen the Financial Aid Officer have been advised of the amount that I must return to the school for return to the lender. Student initials: _____   Financial Aid Office initials: _____

Please note: dropping from a course may affect your planned graduation date.

DROPPING COURSES BEFORE OR DURING THE ADD/DROP PERIOD:
1. No reference to the dropped course will be made on the student's transcript.
2. Full tuition will be refunded.

ADDING COURSES BEFORE OR DURING THE ADD/DROP PERIOD:
1. Students are responsible for all course content, including material covered before the add date.
2. Students must attend 80% of **all scheduled classes** in the term in order to receive academic credit for a course.
3. Tuition for any added courses will be due no later than the first day of classes or immediately upon receipt of the request to add, whichever is later. If payment is not received within two weeks of the add date, a late fee will be assessed.
4. Courses may not be added after the end of the second week of the term.

WITHDRAWING FROM A COURSE (Week 3 through Week 9 of Term)
1. A grade of "W" will appear on the student's transcript.
2. Tuition fees for this course will be pro-rated as follows:
   a. Withdrawal date and refund is based on the week that the student last attended class.
   b. The student is responsible for any **unpaid** tuition for all class sessions attended.
   c. Tuition will be refunded for those class sessions held after the student has withdrawn.

Students will not receive a refund for class withdrawal after the end of the ninth week of scheduled classes.

_____   _____
Student's Signature   Date

_____   _____
Academic Advisor's Signature   Date

ADMINISTRATIVE USE ONLY

Notes: _____

Registrar: _____   Date: _____