

Drop/Cancellation Form

Professional Development

Clarkson College

Print Name: _____

Date of Birth: _____ Last 4 digits of SS#: _____

If you cannot attend the course for which you are registered, you must fill out an official Professional Development Drop/Cancellation Form immediately so that the drop/cancellation can be processed.

Dropped/cancelled courses will be refunded based on the date the student provides the Office of Professional Development with an official written request to drop/cancel. Emails and/or phone call requests are not adequate to drop/cancel a course.

Students receiving financial assistance from third party payees are responsible for course fee if they drop/cancel outside of drop/cancellation guidelines, if third party declines payment, or if the student is administratively withdrawn from the course.

Drop/Cancellation Refund Schedule

- If the Drop/Cancellation Form is received prior to 4:00 pm five (5) business days before course start date a refund minus 10% withdrawal fee will be provided.
- If the Drop/Cancellation Form is received after that, no refund is provided. If the Drop/Cancellation Form is not received, no refund will be given. **A phone call or email request alone does not drop/cancel a registration.**
- If the course fee was paid with a credit or debit card, the refund is issued to the same card.
- For other types of payment, the refund will be sent to the payee address on file within 60 days.
- A refund is not provided nor is a transfer allowed for failure to attend or not meeting course completion requirements.

Course Number: _____

Course Title: _____

Start Date: _____

Signature: _____

Date: _____

Return this form to the Office of Professional Development

FAX: 402.552.6165 Email: professionaldevelopment@clarksoncollege.edu

Office Address: 101 S. 42nd St., Omaha NE 68131

Office Hours: Monday thru Friday 8:00 am – 4:30 pm

Questions regarding registration/course availability/dropping a course: 402.552.6148 or 402.552.3396

Date & Time Received: _____ Date Processed: _____