

# Drop/Cancellation Form

Professional Development

Clarkson College

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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/canceled classes 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 class.

Student's receiving financial assistance from third party payee's 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outside of drop/cancellation guidelines, if third party declines payment, or if the student is administratively withdrawn from the class.

## Drop/Cancellation Refund Schedule

- If the Drop/Cancellation Form is received prior to 4:00pm five (5) business days before class 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 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: \_\_\_\_\_

An "X" in the box below serves as the electronic signature of the individual attesting to the understanding and accuracy of the information provided.

\_\_\_\_\_ Electronic Signature                      Date:

or

\_\_\_\_\_ Written Signature

Return this form to the Office of Professional Development

FAX: 402.552.3622    Email: [professionaldevelopment@clarksoncollege.edu](mailto:professionaldevelopment@clarksoncollege.edu)

Office Address: Lower Level, 101 S. 42<sup>nd</sup> St., Omaha NE 68131

Professional Development Office entrance faces the intersection of 42<sup>nd</sup> St & Douglas St.

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

Questions regarding registration/class availability/dropping a class: 402.552.6148 or 402.552.2311

Date & Time Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_