

Drop/Cancellation Form

Community Advancement

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 Community Advancement Drop/Cancellation Form immediately so that the drop/cancellation can be processed.

Dropped/cancelled classes will be refunded based on the date the student provides the Community Advancement Office 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outside of drop/cancellation guidelines, if third party declines payment, or if the student is administratively withdrawn from the class.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 4:00 pm 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 Community Advancement
FAX: 402.552.3622 Email: CommunityAdvancement@clarksoncollege.edu
Office Address: 101 S. 42nd St., Omaha NE 68131
Community Advancement Office is within the Clarkson College main office
Office Hours: Monday thru Friday 8:00 am – 4:30 pm
Questions regarding registration/class availability/dropping a class: 402.552.6148 or 402.552.3396

Date & Time Received: _____ Date Processed: _____