



CHANGE OF REGISTRATION FORM

Change of registration policies and procedures

- 1. Use this form to register for or withdraw from a course after the end of the official add/drop period for each respective term.
2. Financial aid, both disbursed and undisbursed, may be affected if changing enrollment status.
3. You will need the course instructor's signature to late register for a course after the end of the published add/drop period.
4. A \$100 late registration fee will be assessed for each course registration.
5. All dropped courses are subject to Erikson's published tuition refund policy.

Student Name: _____ Erikson ID #: _____

Academic Year: _____ Term: [] Fall [] Spring [] Summer

Table with 4 columns: Drop a Course (Course number, Course name) and Add a Course (Course number, Course name). It contains 4 rows for data entry.

Check if this a complete withdrawal from courses.

Refund Policy table with 2 columns: Add/Drop period and refund percentage. Rows include: Add/Drop period (100%), Second week of term (75%), Third week of term (50%), Fourth week of term (25%), Fifth week & beyond (0%).

PLEASE RETURN FORM TO:

Aaron Barker
Registration & Student Records Office
Erikson Institute
451 N. LaSalle Street
Chicago, Illinois 60654-4510 FAX: (312) 893-7168

Student Signature: _____ Date: _____

Note: If you are adding a course, the course instructor's approval and signature is needed.

Instructor Signature: _____ Date: _____

For Registration and Student Records Office Use Only
Staff Initials: _____ Date Processed: _____