



## 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. Students who change their enrollment status may have their financial aid award and Erikson student account adjusted.
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

Drop a Course		Add a Course	
Course number	Course name	Course number	Course name

Check if this a complete withdrawal from courses.

Refund Policy	
Add/Drop period	100% refund
Second week of term	75% refund
Third week of term	50% refund
Fourth week of term	25% refund
Fifth week & beyond	0% refund

### 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: