

Course Add/Drop Request Form

Course Add/Drop request procedures

1. Use this form to add, drop or to request a withdrawal from a course(s).
2. You will need the course instructor's signature of approval to:
 - Add a course that deviates from your program plan;
 - Add a course that is not offered within your cohort;
 - Late register for a course after the end of the published add/drop period
3. You will need the course instructor to email registration@erikson.edu to provide course sequencing information
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.
6. Financial aid, both disbursed and undisbursed, may be affected if a change of course occurs. Students who change their courses may have their financial aid award and Erikson student account adjusted.

Student Name: _____ Erikson ID #: _____

Academic Year: _____ Term: Fall Spring Summer

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

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:

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

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

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