

PROFESSIONAL DEVELOPMENT FOR EDUCATORS/GRADUATE CONTINUING STUDIES  
DROP/WITHDRAW FORM

**Drop/withdraw requests NOT accepted by phone.**

You may drop prior to the first class session. Tuition is 100% refunded.

After the first class session, you must withdraw. Withdrawals receive a grade of "W". Percent of the tuition refunded is based on the number of sessions that have already met:

- 1 class session = 66% refund;
- 2 class sessions = 33% refund;
- 3 class sessions = 0% refund.
- For online classes, 1 week is equal to 1 day when calculating tuition refunds.
- Materials and fees are nonrefundable.
- No refunds are issued for courses of one session.

**Return completed form**

- **by fax** to 651-523-2585
- **in person** to Student Administrative Services, East Hall 113 – *formerly Law & Graduate Schools Building*
- **or e-mail** the information required on this form to [registrar@hamline.edu](mailto:registrar@hamline.edu) – **no signature required**

Call Student Administrative Services at 651-523-3000 with drop/withdraw questions.

Name :	Student ID:	Date:
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Course(s) to **DROP/WITHDRAW**:

TERM:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

<i>Subject</i>	<i>Number</i>	<i>CRN</i>	<i>Course Title</i>
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		-	
		-	
		-	

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