Graduate Course Withdrawal Form

INSTRUCTIONS: Use this form to withdraw from courses after the registration deadline. Courses dropped after the registration period are recorded as a “W” and require Associate Dean’s approval. Refer to the Boston College Graduate Catalog or contact the Office of Student Services for semester withdrawal deadline. The Office of Student Services will complete the refund section below.

Date: ___________  Academic Year: _______ to _______  Semester:  □ Fall  □ Spring  □ Summer

Eagle ID Number: ___________  ___________

Name: ____________________________________________________________________________________

Last  First

Course Number  No. of Credits  Effective Date (For Associate Dean’s office use)

□ Credit my student account
□ Issue a refund check to this address:  Street: ____________________________

□ Adjust BCPP payments

City: ____________________________  State: _______  Zip: _______

Associate Dean’s Approval: ____________________________  Date: ___________

Please Note: There is a partial refund of tuition only (fees are not refundable) for courses approved as withdrawals during the first five weeks of class. Refer to the Refund Schedule in the Boston College Graduate Catalog for specific refund dates. Thesis Direction, Doctoral Continuation, and audits are considered fees and are not refundable.

If there is a credit balance on my account as a result of a refund, I request the Office of Student Services to take the following action: (check one)

□ Credit my student account
□ Issue a refund check to this address:  Street: ____________________________

□ Adjust BCPP payments

City: ____________________________  State: _______  Zip: _______

Credit Memo (Refund of Tuition)  OFFICE USE ONLY

□ Tuition Remission  □ B.C. Employee

Cancel Tuition: _____________ %  $ ___________

Cancel other charges (specify): ____________________________  $ ___________

TOTAL: $ ___________

Authorized signature (Student Services): ____________________________  Date: ___________

White Copy: Student Services  Yellow Copy: Academic Folder  Pink Copy: Student