



BROOKES BIBLE COLLEGE

10257 St. Charles Rock Road | St. Ann, Missouri | 63074 | 314-773-0083

COURSE DROP / WITHDRAWAL FORM

FALL/SPRING/SUMMER _____ Today's Date: _____ ID # _____

NAME (Mr./Dr./Rev./Mrs./Miss/Ms.) _____
(Last) (First) (MI)

Course code	Course title	Credit hours	Drop	Withdrawal	Prof. Initials
Total Hours					

Tuition & Fees			Financial Settlement	
_____ X \$125.00 = (Drop Credits)	\$	(A)	Current Balance	\$
_____ X \$75.00 = (3 rd Week Withdrawal Credits)	\$	(B)	Total Refund (Add A-D)	\$
_____ X \$50.00 = (4 th Week Withdrawal Credits)	\$	(C)	Remaining Balance	\$
_____ X \$0.00 = (5 th + Week Withdrawal Credits)	\$	(D)		

Course Change Policy

Any student may drop a course through the end of the second week of class—the drop window—with a full tuition refund (excluding the semester fee). Any courses dropped before the end of the second week of class will not appear on the student's academic record. After the conclusion of the drop window, a student may withdraw from a course but cannot drop the course. Students can withdraw from a course after the second week of class, but must do so before the end of the sixth week of class, and must have the approval of the professor to do so. Withdrawing from a course will be recorded either as a WP (Withdrawal while Passing) or a WF (Withdrawal while Failing). Withdrawing from a course may affect a student's financial aid.

Refund Policy

The Student or Registration Fee is not refunded for dropped courses. Percentage refunds of tuition are based on the following schedule:

- 100% through the end of the second week of classes
- 60% through the end of the third week of classes
- 40% through the end of the fourth week of classes
- 0% after the end of the fourth week of classes.

Student Signature: _____

Date: _____

Staff Signature: _____

Date: _____