



NORWALK COMMUNITY COLLEGE

188 Richards Avenue
Norwalk, Connecticut 06854-1655

Receipt of payment

CHANGE OF SCHEDULE (ADD/DROP)

PLEASE PRINT USE BALL POINT PEN - PRESS HARD READ REFUND POLICY ON BACK OF FORM

STUDENT ID @ _____ TELEPHONE NO. (____) _____ - _____

SOCIAL SECURITY NO. _____ - _____ - _____

Last Name First M.I.

Street Address Apt. # City State Zip Code

If this is a new address you must complete a Change of Address Form.

SCHOOL YEAR _____ SPRING SUMMER FALL

		CRN	Subject/Course	Sec	Title	Cred	Days	Time	Room	Override Approval
ADD			ADD							
			ADD							
			ADD							
			ADD							
			ADD							
		CRN	Subject/Course	Sec	Title	Cred	Days	Time	Room	Override Approval
DROP			DROP							
			DROP							
			DROP							
			DROP							
			DROP							

I certify that I am responsible for any changes to my schedule and that I will verify the above changes on Web for Students.	STUDENT'S SIGNATURE	DATE
Prerequisites and prior courses have been checked.	COUNSELOR'S / ADVISOR'S SIGNATURE	DATE
The Dean's approval is required if taking more than 19 credits or if requesting to withdraw after the deadline.	DEAN'S SIGNATURE	DATE

NORWALK COMMUNITY COLLEGE REFUND POLICY

GENERAL FUND COURSES

In order to offer a complete program of studies, it is necessary for the College to contract and incur certain costs. Even if a student withdraws, college service, **student activity and application fees are non-refundable.**

ALL REQUESTS FOR REFUNDS MUST BE MADE IN **WRITING OR FAXED** TO THE REGISTRAR'S OFFICE AS FOLLOWS:

For Notice of Withdrawal received prior to the first day of college classes for that semester, a refund of 100 percent of tuition (including lab and studio fees) will be granted. **Registration fees are non-refundable.**

For Notice of Withdrawal received on the **first day of the semester and through the fourteenth calendar day of that semester** a refund of 50 percent of tuition (including lab and studio fees) will be granted. **Registration fees are non-refundable.**

For a reduction in load which occurs on the first day of the semester and through the fourteenth calendar day of that semester, 50 percent of the difference of the tuition *applicable* to the original and revised course schedule will be refunded. The difference in the amount of registration fees is not refunded.

NO REFUND OF TUITION OR FEES WILL BE GRANTED FOR EITHER FULL OR PART-TIME STUDENTS BEYOND THE 14TH CALENDAR DAY AFTER THE FIRST DAY OF THE SEMESTER.

NOTE: Refund for charge card transactions are processed in the same manner as cash or check transactions.

EXTENSION FUND COURSES, including SUMMER SESSIONS

NO REFUND OF TUITION OR FEES WILL BE GRANTED FOR WITHDRAWAL FROM EXTENSION-FUND COURSES, INCLUDING SUMMER SESSION COURSES, ON OR AFTER THE FIRST DAY OF CLASSES FOR THAT SEMESTER OR SUMMER SESSION.

All requests for refunds must be made in writing or faxed to the Registrar's Office.