

Last Name _____ First Name _____ M.I. _____ Phone _____ WIN# _____

Drop:

Dept	Course No.	Sec	Course Ref. No. (CRN)	Course Title	Sem. Hrs.

Office Use Only

Fall Spring 20____

Univ. Reg: _____

Bus. Office: _____

Add:

Dept	Course No.	Sec	Course Ref. No. (CRN)	Course Title	Sem. Hrs.

Required Signatures:

Student: _____ Date: _____ HS Official: _____ Date: _____

Dean of CAS: _____ Date: _____ (for more than 6 hours credit)

By signing this form, I agree that I am liable for the payment in full of tuition and fees incurred by dropping, adding, or changing a course (s).

Payment/ Refund Information for adding or dropping courses:

Please note it is necessary to register and pay each semester when enrolled in credit hours. When adding credit hours, payment can be made online in WU-View, at the Cashier Window in Morgan 103, or by mail. Payment plan installments will recalculate when courses are added. Complete information on each of the payment options is available on the Business Office website www.washburn.edu/business-office on the link for high school student payments.

When withdrawing from courses that are fully paid, a refund will be generated only if the withdrawal is completed during the refund period. Refunds are processed weekly and issued to the student in the form of a paper check or can be sent out via direct deposit. Information on how to set up an account for direct deposit refunds is available on the Business Office website.

White Copy: Registrar's Yellow Copy: Student

Enrollment Management/CEP