Add/Drop/Withdrawal Form

HOFSTRA UNIVERSITY
CONTINUING EDUCATION

Hofstra University Confidential

Check Applicable box: ☐ Add/Drop ☐ Withdrawal ☐ Cancelled Course (CE Office use only) ☐ Refund (CE Office use only)

In order to either Add/Drop or Withdraw from a Continuing Education course the below information is required. **Note: A change of student registration can not be processed without a signature and date.** Continuing Education refund policy applies to all course changes. All requests must be made by completing this form and either faxed **to (516)463-4836** or mailed to: Hofstra University Continuing Education, **Oak Street Center, 255 Hofstra University, Hempstead, NY 11549-2550**, Attention: Registrar.

STUDENT INFORMATION PLEASE PRINT CLEARLY

Last Name First Name Middle Initial

Street Address Date of Birth

City State Zip

Daytime Phone Number Evening Phone Number

Cell Phone Number Email Address

Drop or Withdrawal

Course Code	Tuition	Course Material Fee	Total
	$	$	$
	$	$	$
	$	$	$
	$	$	$
		Sub Total	$
		Total	

Add

Course Code	Tuition	Course Material Fee	Total
	$	$	$
	$	$	$
	$	$	$
	$	$	$
		Sub Total	$
		Total	$

METHOD OF PAYMENT

☐ Check Enclosed / E-WebCheck Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Type of Bank Account: ☐ Checking Account ☐ Savings Account
(Checks payable to Hofstra University)

Cardholder's Name (please print)

Card Number Exp. Date Security Code [Amex cards utilizes 4-digits]

Billing Address for Credit Card City State ZIP

REASON FOR WITHDRAWAL/REFUND

FOR OFFICE USE ONLY

Date		
Initials		

Order # _____

Payment Reference # _____

Student/Parent Signature **Date**

Continuing Education Program Director's Signature: _____

12/14/16