

Add/Drop/Withdrawal Form

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) Cardholder's Signature

 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: _____