

# 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, 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**

**Add**

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

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

**REASON FOR WITHDRAWAL/REFUND**

**Payment / Refund Information**

**Payments** – Hofstra Continuing Education administration will invoice registrant via email for any additional tuition payments due; if any.

**Refunds** – will be issued to original form of payment.

FOR OFFICE USE ONLY		
Date		
Initials		
Order #	_____	
Payment Reference #	_____	

**Student/Parent Signature**

**Date**

Continuing Education Program Director's Signature: \_\_\_\_\_