



Course Drop/Withdrawal Request Form

If you are dropping a course(s) that you are currently enrolled in at NECB, or withdrawing from the College completely, please complete this form and return it to the Registrar's office via fax, U.S. Mail, or electronically:

New England College of Business and Finance
10 High Street, #204 Boston, MA 02110
Fax: 617-951-2533 e-mail: registrar@necb.edu

Student Name: _____ Current Telephone #: _____

Last 4 Digits of Social Security #: _____ Current e-mail: _____

Street Address: _____

City: _____ State _____ Zip _____

I am currently enrolled in one or more classes at NECB that I can no longer attend. Please drop me from the following:

Course Number	Course Name	Term/Session	Course Instructor

_____ I will return to NECB to take the course(s) for the next term/session in which I am already registered.

_____ I am withdrawing from NECB and do not plan to return.

REASON(S) FOR REQUEST (Please check as many as apply.)

- Academic Difficulty
 Health
 Financial
 Child or elder care
 Family problem
 Employment/Work conflict
 Military call to active duty
 Computer issues
 Moving/Relocation
 Transferring to: _____
(College/University Name)

Other Reason/Additional Details: _____

Would you like an Academic Advisor or Program Chair to contact you to discuss your withdrawal? yes no

IMPORTANT: Note to students receiving financial aid. Dropping one or more courses may have serious consequences for your financial aid eligibility. We urge you to contact the Financial Aid Office at (617) 603-6995 before making any changes to your schedule to understand the impact of such changes to your financial aid package.

I acknowledge that I have read the Withdrawal and Refund policy on page two of this document. I understand that if I have received any student loans that I must also complete a Financial Aid Exit Interview.

Student Signature

Date



Course Drop

Students may drop classes during the first three days of the Term/Session for online courses and the first seven days of the Term/Session for on-ground courses. All requests must be made in writing, utilizing this form.

Complete Withdrawal from College

If you decide to withdraw from the College completely, it is your responsibility to notify NECB in writing, by utilizing this form.

For requests to either drop a course(s) or to completely withdraw from the college, the request becomes effective on such day that the written Course Drop/Withdrawal Request Form is either (a) post marked (b) email is received or (c) the day the FAX is received.

Refund Policy

The following policy applies when dropping or withdrawing from a course(s):

- If a student drops a course after registration but prior to the commencement of the Term/Session, the student will be refunded any tuition and, if applicable, fees paid.
- If a student drops a course once the Term/Session starts, a refund of 100% tuition will be granted only if the completed Course Drop Request Form is received within 3 days from the start of the Term/Session.
- After the 3rd day of the Term/Session start, students will not be eligible for a refund and 100% of tuition and all applicable fees will be due.

Grading

A grade of "W" will be assigned when written Course Drop/Withdrawal Request Forms are received

- from the 4th day of Week 1 through Weeks 2, 3 and 4 for *undergraduate* classes
- from the 4th day of Week 1 through Wednesday of Week 3 for *graduate* classes.

A grade of "WF" will be assigned when written drop requests are received in Weeks 5 through 8 for undergraduate classes and from the Thursday of Week 3 through Week 5 for graduate classes.

Return of Title IV Federal Student Aid as a Result of Withdrawal

Federal financial aid awards will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage completed of the enrollment period in which he/she was enrolled. If the student withdraws during the first 60% of the payment period, a portion of his/her federal funds must be returned. The percentage of aid earned is determined by dividing the number of calendar days the student attended during the payment period by the total number of calendar days in the payment period. For example, a student who has attended 10% of her payment period will have earned 10% of her federal financial aid award. The remaining 90% of her federal financial aid award must be returned. The student and NECB will share responsibility for returning these funds. Once the student has completed more than 60% of the payment period, no adjustment to the financial aid award is necessary. State and institutional funds will be adjusted according to the regulations governing these programs.

To determine the percentage of aid earned, the number of days attended during the semester is divided by the total number of days in the semester. **Example:**

Anna is an undergraduate student who starts school on April 27th. Her first payment period (the first 16 weeks of instruction) is from April 27th through August 27th. Anna decides that she needs to withdraw from school on May 29th. Anna has attended 33 days in the payment period. The total number of calendar days in the payment period is 123 days.

$$33 \text{ days attended} \div 123 \text{ days in the payment period} = 26.8\%$$

Therefore, Anna has earned 26.8% of the aid she was awarded for the payment period. If she received only an award of \$1750 in Subsidized Stafford Loan for the period, she has earned \$469 of her Stafford Loan. \$1281 would have to be returned to the Department of Education.