

TERM (circle only one):

- Summer
- Fall
- Spring



PURGE DATE: \_\_\_\_\_

## ENROLLMENT/DISCLOSURE FORM

(Used for Initial Registration, Adding, Dropping, or Withdrawing from a course.)

Name: \_\_\_\_\_  
(Last) (First) (MI)

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Academic Major: \_\_\_\_\_

**Action Codes:** A = Add D = Drop W = Withdrawal WA = Administrative Withdrawal AU = Audit

Action Code	Course Prefix	Course #	Section #	Instructor Signature/ Date

Instructions:

1. Select appropriate Action Code and complete form.
2. If adding a course, consult Campus Cruiser for class availability or see your academic advisor for assistance with course selection (s).
3. Report to Financial Aid or Veteran's Affairs if applicable.
4. Submit completed form to the Student Records Office or the Student Services Center at a satellite campus.
5. Withdrawal deadlines vary according to the length of the class. Consult your course syllabus or the Important Dates Calendar (available on the web page and schedule booklet) to familiarize yourself with applicable deadlines. All deadlines are strictly enforced.
6. You must obtain the instructor's signature to register for: (1) a class after add/drop period has expired, (2) a closed class and (3) a class whereby special permission is required to take.

### Registration/Billing Disclosure:

By signing below, you verify that you have enrolled in classes at Greenville Technical College, have reviewed your schedule to ensure that the correct courses and sections have been selected, and have read the stated policy and agree to these conditions of enrollment.

A student who registers for a class but fails to attend or attends only during the add/drop period **MAY** be administratively withdrawn by faculty. An administrative withdrawal will charge the student 50% of the total tuition and fees. To avoid the 50% penalty, you must complete the official drop process before the end of the specified add/drop period for each class. Dropping all unwanted classes will prevent a financial penalty. Until all fees are satisfied, students will not be allowed to register for future classes or receive financial aid.

I would like to donate an additional \$5 or \_\_\_\_\_ (fill in amount) to the Greenville Tech Foundation, Inc. for student scholarships.

I understand that my image (photo or video) may be used by the college for marketing or instructional purposes in the normal course of program activities.

**Please contact the Financial Aid Office should you have any questions or concerns about how changes in your schedule may affect your financial aid.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature (optional) \_\_\_\_\_

Date \_\_\_\_\_

Student Records Signature \_\_\_\_\_

Date \_\_\_\_\_

Veterans Affairs Signature \_\_\_\_\_

Date \_\_\_\_\_

Financial Aid Signature \_\_\_\_\_

Date \_\_\_\_\_

# GREENVILLE TECHNICAL COLLEGE

## REFUND POLICY

Tuition is refundable to students who officially drop or withdraw from classes prior to the deadlines indicated in the Refund Schedule. This information can be found in the Schedule of Classes booklet and on the website at [www.greenvilletech.com](http://www.greenvilletech.com).

- α For classes which are offered in an **academic term of 15 weeks** duration, the percentage of the refund is determined by the **starting date of the TERM**, the length of the term, and the date when the drop/withdrawal is processed.
- α For classes which are offered in an **academic term of less than 15 weeks** duration, the percentage of the refund is determined by the **starting date of the CLASS**, the length of the term and the date when the drop/withdrawal is processed.

The add/drop/withdrawal process is not complete until the appropriate paperwork is received and processed by either the Student Records Office, a Student Services Representative at a satellite campus, or by the end of the business day via WebAdvisor (the on-line student services attendant). **Saturdays, Sundays, and holidays are NOT considered to be business days.** Classes can be added or dropped on-line through WebAdvisor during the add/drop period, but withdrawals cannot be processed on-line. *All withdrawals must be processed by the Office of Student Records or by a Student Services Representative at a satellite campus. Add, drop and withdrawal deadlines are strictly enforced.*

Once registered, a student is responsible for all tuition and fee charges and will be billed in full unless the class or classes are officially dropped or withdrawn as detailed in the Refund Schedule. Refund checks are processed by the Business Office and will be mailed to the student's address of record or to the appropriate sponsoring agency. The College may withhold refunds if the student has an outstanding financial obligation to the College.

If a student is signed up for classes before the purge date, but does not pay for tuition by that date, his/her classes may be automatically deleted from the system. **However, the purge system does NOT guarantee that classes will be deleted.** It is the student's responsibility to complete the appropriate paperwork if he/she decides not to take the class(es).

### **Refund Schedule**

Any student who registers for a class but fails to attend, or attends only during the add/drop period, **MAY** be administratively withdrawn by faculty and receive a 50% refund. To receive a 100% refund, a student must officially drop the class before the end of the specified add/drop period for that class.

#### **Refund Schedule for classes that run 15 weeks:**

Drop class before start of TERM through 5 <sup>th</sup> business day of term .....	100%
Withdraw from class 6 <sup>th</sup> business day of term through 10 <sup>th</sup> business day of term .....	50%
Withdraw from class 11 <sup>th</sup> business day of term through 15 <sup>th</sup> business day of term .....	25%
No refund after 15 <sup>th</sup> business day of term	

#### **Refund Schedule for classes that run 8 to 14 weeks:**

Drop class before start of CLASS through 3 <sup>rd</sup> business from start date .....	100%
Withdraw from class 4 <sup>th</sup> through 5 <sup>th</sup> business day from start date .....	50%
Withdraw from class 6 <sup>th</sup> business day from start date .....	25%
No refund after 6 <sup>th</sup> business day	

#### **Refund Schedule for classes that run 1 to 7 weeks:**

Drop class before start of CLASS through 2 <sup>nd</sup> business day from start date .....	100%
Withdraw from class 3 <sup>rd</sup> business day from start date .....	50%
Withdraw from class 4 <sup>th</sup> business day from start date .....	25%
No refund after 4 <sup>th</sup> business day	

**All refund rates are calculated on the date when the add/drop/withdrawal transaction is completed.**

**Student and Technology fees are refundable only during the add/drop period.**

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## **EXPLANATION OF IMPORTANT TERMS**

**Add/Drop:** The period of time at the beginning of each term when schedules can be adjusted without penalty. The length of the add/drop period varies by class and is determined by the number of instructional weeks.

**Drop:** This action is valid when dropping a course before the end of the add/drop period. A drop does not appear on a transcript, does not count as an attempt on a class, and grants a 100% refund of tuition fees.

**Withdrawal:** This action becomes valid after the add/drop period expires. A withdrawal does appear on a transcript, counts as an attempt on the class, and charges tuition fees.

**Administrative Withdrawal:** A withdrawal action that is processed at the request of the instructor.