



Division of Advanced Professional Teacher Development & International Education

4400 University Drive, MS1E8 Fairfax, Virginia 22030
Phone: 703-993-2794; Fax: 703-993-9380

CONTRACT COURSE DROP FORM

Name _____
Last First Middle

Email Address _____ G Number _____

Course(s) to be dropped: _____

Course Number and Title

Please send this form electronically to Felicity Minionis – fminioni@gmu.edu OR FAX: 703-993-9380

Important Policies and Deadlines

Completed request forms must be received by 2PM EST on the following deadlines to ensure timely processing:

- **Monday, January 25, 2016- No Tuition Penalty**
- **Monday, February 01, 2016- 33% Tuition Penalty**
- **Thursday, February 18, 2016- 67% Tuition Penalty**

Refunds must be requested through Student Accounts: <http://studentaccounts.gmu.edu/wp-content/uploads/RefundProcess.pdf>

By signing this form, I acknowledge I am requesting to drop the above course(s) and I understand that in addition to submission of this form, I am also responsible for notifying my instructor. I also acknowledge that if I turn in the form later than 2PM on the designated deadline, my request may not be processed in time to receive the corresponding refund. I also understand I am responsible for requesting a refund through the Student Accounts Office.

Signature _____ Date _____

Office Use Only:

Date Form Received _____

Date Course Dropped _____