

Boise Bible College

Change of Registration

Name: _____ Student ID: _____ Degree Program: _____

What is the reason for your change of registration? _____

Are you withdrawing from all courses? Yes · Note deadlines and refund schedule on the back of this form.
 No · List your requested schedule changes in the next section.
 · Note deadlines and refund schedule on the back of this form.

By signing below, you certify that you have read and understood the deadlines and conditions on both sides of this form.

Student's Signature: _____ Date: _____

Course ID	Course Name	Credits	Requested Change	Grade on Transcript	Instructor's Approval	Approval of Request
			<input type="checkbox"/> Drop course <input type="checkbox"/> Withdraw from course <input type="checkbox"/> Add for credit <input type="checkbox"/> Add for audit <input type="checkbox"/> Change to credit <input type="checkbox"/> Change to audit	<input type="checkbox"/> VWD <input type="checkbox"/> VWF <input type="checkbox"/> Audit <input type="checkbox"/> None	<input type="checkbox"/> Required <input type="checkbox"/> Not Required _____ <small>Instructors Signature (if required)</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Purge? _____ <small>BO Init</small>
			<input type="checkbox"/> Drop course <input type="checkbox"/> Withdraw from course <input type="checkbox"/> Add for credit <input type="checkbox"/> Add for audit <input type="checkbox"/> Change to credit <input type="checkbox"/> Change to audit	<input type="checkbox"/> VWD <input type="checkbox"/> VWF <input type="checkbox"/> Audit <input type="checkbox"/> None	<input type="checkbox"/> Required <input type="checkbox"/> Not Required _____ <small>Instructors Signature (if required)</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Purge? _____ <small>BO Init</small>
			<input type="checkbox"/> Drop course <input type="checkbox"/> Withdraw from course <input type="checkbox"/> Add for credit <input type="checkbox"/> Add for audit <input type="checkbox"/> Change to credit <input type="checkbox"/> Change to audit	<input type="checkbox"/> VWD <input type="checkbox"/> VWF <input type="checkbox"/> Audit <input type="checkbox"/> None	<input type="checkbox"/> Required <input type="checkbox"/> Not Required _____ <small>Instructors Signature (if required)</small>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Purge? _____ <small>BO Init</small>
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Credit hours of old schedule		Change of status	<input type="checkbox"/> None <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time	Change Fee Paid? <input type="checkbox"/> \$10	
Credit hours of new schedule			Business Office initials		

Advisor's Signature (Required? Yes No): _____ Date: _____

Financial Aid Office Signature (Required? Yes No): _____ Date: _____

Registrar's Office Signature: _____ Date: _____

Business Office Signature: _____ Date: _____

Effective Date for Changes of Registration

The effective date of the change of registration is the date when the completed form and applicable fee are received by the Business Office. It is important to complete the process quickly as refund schedules are also affected by the official date of change.

Deadlines for Changes of Registration

- Courses may not be added after the fourth week of class.
- Drops are permitted only during the first week of a class.
- Withdrawals from a course are permitted without a grade until the end of the third week of traditional-format classes (for freshmen, the sixth week) or the fourth session of block classes (for freshmen, the sixth session of two-credit courses and seventh session of three-credit courses).
- Withdrawals from a course with a passing or failing grade are permitted from the fourth through tenth week of traditional format classes, from the fifth through the ninth session of two-credit block classes, and the fifth through the eleventh session of three-credit block classes. A "withdraw failing " grade will affect your GPA.
- No changes of registration are permitted after the tenth week of traditional-format classes, the ninth session of two-credit block classes, or the eleventh session of three-credit block classes.

Refunds

Refunds for tuition, room, and meal charges are calculated upon completion of this form and payment of necessary fees according to the following schedule:

- During the first two weeks of class: 80% refund
- During the third week of class: 70% refund
- During the fourth week of class: 60% refund
- During the fifth week of class: 50% refund
- During the sixth week of class: 40% refund
- After the sixth week of class: no refund

If you have received Title IV (Federal Student Aid) funds, those funds are subject to the Department of Education refund schedule which is calculated daily.

Refunds of veteran benefits will be prorated in accordance with the regulations of the Department of Veterans Affairs.

Student fees, private lesson fees, and audit charges are non-refundable.