

# Change in Registration Form



Name \_\_\_\_\_

KC ID # \_\_\_\_\_

Reason for requesting a change in registration: \_\_\_\_\_

I understand that if I withdraw from courses after the 100 percent tuition refund period that I am still responsible for the full amount of tuition charged for this course.

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

Date \_\_\_\_\_

## Instructions

1. Student must sign the tuition policy above.
2. Withdrawal: Instructor approval must be secured once the course begins, indicating the grade of WP or WF and last date of attendance.
3. Advisor approval must be secured for all course changes.
4. International students must secure signature of either the Director of Admissions or Director of Records.
5. All students must get signature of Financial Aid Office.
6. Academic petition is required to request to take an overload (more than 18 credits in winter or fall term; more than 13 credits in a summer term).

## Authorization

Secure signatures of officials as listed below.

\_\_\_\_\_  
Financial Aid Counselor / Director of Student Finance

\_\_\_\_\_  
International Students Only: Director of Admissions / Records

## Term (circle one)

Fall          Winter          Summer          Year 20 \_\_\_\_\_

\_\_\_\_\_ Number of credit hours remaining

**Note:** Please refer to the Financial Aid Satisfactory Progress policy in the *Academic Bulletin* when withdrawing from courses to ensure that you remain in satisfactory academic standing.

## ADD

Course Prefix	Course Number	Section Number	Course Title	Credit	Date	Instructor Signature	Advisor Signature

## DROP

Course Prefix	Course Number	Section Number	Course Title	Credit	Grade Earned	Date Last Attended	Instructor Signature	Advisor Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Records Office Personnel Signature

\_\_\_\_\_  
Date Processed