



Transforming Our Community...  
One Student at a Time

# SCHEDULE CHANGE FORM

**CONTINUING  
EDUCATION**  
*...for a better life*

Please print clearly and complete all sections

## STUDENT DATA

Last Name	First Name	MI
Student ID Number		

## PLEASE ENTER THE COURSE(S) TO BE DROPPED:

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee

Reason(s): \_\_\_\_\_

## PLEASE ENTER THE COURSE(S) TO BE ADDED:

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee

BALANCE TO BE    PAID    REFUNDED    EVEN SWITCH:

Remarks: \_\_\_\_\_

Signature of College Official: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

## WITHDRAWAL AND REFUND POLICY:

To withdraw from a course, you must notify the Continuing Education Office in writing or in person immediately. You will be required to fill out a withdrawal form. Refunds (minus a \$10.00 processing fee per course) will be made as follows:

With written notification received five days prior to the first class session — 100%.

Refunds are not issued for online courses.

Schedule changes must be requested in writing.



**TUITION INCLUDES A NON-REFUNDABLE \$10.00 REGISTRATION AND PROCESSING FEE PER COURSE.**

CONTINUING EDUCATION, Union County College, 1033 Springfield Ave., Cranford, NJ 07016

Make checks payable to UNION COUNTY COLLEGE