

Student's Printed Name			Email			
ADD	SHIFT CODE & SECTION # (e.g. CP 111-2)	SHIFT DAY & TIME	SHIFT SUPERVISOR	UNITS	DROP	ADMIN USE
<input type="checkbox"/>				2.0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2.0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2.0	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>				2.0	<input type="checkbox"/>	<input type="checkbox"/>

**FINANCIAL AID** Are you receiving Financial Aid?  No  Yes (if yes, complete this box)

Will dropping the courses listed put you below 12.0 units for the term?  No  Yes: You must see the Financial Aid Office to have your aid packaging adjusted.

Will dropping the courses listed put you below 6.0 units for the term?  No  Yes: **Initial the following if you are dropping below 6.0 units:**

I understand that by dropping below half-time enrollment (6.0 units), the school must return to the lender all aid funds distributed to me. This calculation is done under federal rules and is separate from any tuition refund calculated by AIMC. I have seen the Financial Aid Officer have been advised of the amount that I must return to the school for return to the lender. Student initials: \_\_\_\_\_ Financial Aid Office initials: \_\_\_\_\_

**Please note: dropping from a course may affect your planned graduation date.**

**DROPPING CLINIC SHIFTS**

**BEFORE OR DURING THE ADD/DROP PERIOD:**

1. No reference to the dropped course will be made on the student's transcript.
2. Full tuition will be refunded.
3. Clinic hours completed for the dropped shift will be lost.

**ADDING CLINIC SHIFTS**

**BEFORE OR DURING THE ADD/DROP PERIOD:**

1. Students must attend 100% of **all added shifts** in order to receive academic credit.
2. Tuition for added courses will be due no later than the first day of classes or immediately upon receipt of the request to add, whichever is later. For courses added during the Spring 2023 term, if payment is not received within two weeks of the add date, a late fee will be assessed.

3. Clinic shifts may not be added after the end of the second week of the term.

**WITHDRAWING FROM A CLINIC SHIFT  
(Week 3 through 9 of Term):**

1. A grade of "W" will appear on the student's transcript.
2. Tuition fees for this course will be pro-rated as follows:
  - a. Withdrawal date and refund is based on the week that the student last attended class.
  - b. The student is responsible for any **unpaid** tuition for all class sessions attended.
  - c. Tuition will be refunded for those class sessions held after the student has withdrawn..
3. Clinic hours completed for the dropped shift will be lost.

**Students will not receive a refund for withdrawing after the end of the ninth week of scheduled classes.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinic Manager's Signature

\_\_\_\_\_  
Date

**ADMINISTRATIVE USE ONLY**

Notes: \_\_\_\_\_

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