www.bscc.edu

BEVILL STATE COMMUNITY COLLEGE

800-648-3271

CHANGE/WITHDRAWAL • REFUND REQUEST FORM

Semester: ____Fall ____Spring ____Summer Year_____

Student Number: _____ Program of Study: _____

Student's Last Name First Name Middle Name

Address City State Zip

Home Phone No. Cell Phone No. Email address

ADD

Call No.	Course No.	Course Title	Credit Hours	Advisor Signature

DROP

Call No.	Course No.	Course Title	Credit Hours	Advisor/Instructor Signature

Reason for dropping course(s) _____

_____

Total Hours Before Change ☐ Total Hours After Change ☐

☐ Please Check if Withdrawing From ALL Classes

Note: If you are an athlete, manager, cheerleader, or a member of the dance team, you must obtain the signature of your coach or the athletic designee on your campus.

STAFF SIGNATURES

Department	*Date*
Library _____	_____
Athletics _____	_____
St. Services _____	_____

I request a refund (if applicable) of any tuition and fees in accordance with Bevill State policy and procedure.

Student's Signature Today's Date

Copies: Original - Records Office; Canary - Student; Pink - Advisor

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INSTRUCTIONS

1. Complete the general information section.

2. Enter courses, including the "call" and "course" numbers for each added and/or dropped course.

3. Obtain advisor's signature to add a course(s). If you cannot obtain your academic advisor/instructor's signature, then you must obtain authorization from the campus associate dean to add a course. You may obtain your advisor's or instructor's signature to drop a course.

4. Obtain signature from library personnel if you are withdrawing from all classes or if you have a processing hold for outstanding fees or overdue books.

5. Obtain signature from your coach or the athletic program designee on your campus if you are an athlete, manager, cheerleader, or dance team member.

6. Take this form to the Office of Student Services for processing.

The Office of Student Services personnel will forward your request for a refund (if applicable) to the Business Office. **Please allow 30 days for your refund to be mailed to you at the address entered on this form.**

Note: You must follow each step outlined above to ensure that your courses are appropriately added and/or dropped. Refunds (if applicable) will not be issued unless all steps in this process are completed. Please refer to the College's refund policy in the College Catalog, Student Handbook, or current schedule of course offerings.

BEVILL STATE
COMMUNITY COLLEGE
Fayette • Hamilton • Jasper • Sumiton • Carrollton Site

It is the policy of the Alabama State Board of Education and Bevill State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.