

SAINT PAUL SCHOOL OF THEOLOGY

5123 E Truman Road
Kansas City, MO 64127
(816) 245-4839
Fax: (816) 483-9605

www.spst.edu

2501 N Blackwelder
Oklahoma City, OK 73106
(405) 208-5757
Fax: (405) 208-6046

ADD/DROP POLICIES

FEES CHARGED FOR CHANGE IN SCHEDULE: Students may change their schedule after registration. Students may be charged an administrative fee of \$15.00 for any student-initiated change after the first student-initiated change per semester. There is no fee for changes made due to seminary action (e.g., a class is canceled or added after the registration period).

ACADEMIC POLICY ON CHANGE OF REGISTRATION:

A student may add a course through the second week of a semester. A student may withdraw from a course without academic penalty or record at any time during the first two (2) weeks of a semester with the permission of the instructor of the course and the advisor. If a student withdraws from a course after the second week (with the permission of the instructor and the advisor), the course will be entered on their transcript with a designation of WP (Withdraw Passing), WF (Withdraw Failing) to be determined by the instructor, or WH (Withdraw Hardship) to be determined by the Academic Dean and Dean of Students. The inside back cover of the *Handbook* lists the exact dates of adding and dropping courses. For short-term courses, the last day to withdraw without penalty is the first day of class. Withdrawal after the first day will be recorded on the transcript with a WP/WF/WH designation. Any changes in registration may affect tuition, fees, financial aid, and grants.

FINANCIAL AID POLICY ON CHANGE OF REGISTRATION:

A student receiving a seminary grant or scholarship may lose eligibility for future aid by dropping classes after the second week of the semester. See the *Handbook* for the complete Satisfactory Progress for Financial Aid - Institutional Aid Policy. If a student is receiving federal loan funds, dropping courses may change one's enrollment status in such a way as to become ineligible for loan funds, or that he/she begins using their grace period or has to begin repayment on their loans. A student may also be ineligible to borrow additional federal loan funds, until those hours dropped have been earned, see the *Handbook* for the complete Satisfactory Progress for Financial Aid - Federal Aid Policy.

REFUND POLICY:

To receive a tuition refund, a student must drop a course(s) in writing by the dates indicated below. "Add/Drop" forms are available in the Academic Life Office. The official drop date for determining a refund shall be the date the completed "Add/Drop" form is received by the Registrar.

Percent of

Tuition Refund

100%

Date Written Drop Form Received by Registrar's Office

Fall and Spring Semesters -- on or before the fifteenth calendar day of the semester by counting the first day of class as "one"

January Term -- prior to the first day of the class being dropped

Summer Term -- prior to the first day of the class being dropped

85%

16th through 21st calendar days of the semester (up to 15% of the course has elapsed)

75%

22nd through 28th calendar days of the semester (15-25% of the course has elapsed)

50%

29th through 49th calendar days of the semester (25-50% of the course has elapsed)

25%

50th through the 77th calendar days of the semester (50-75% of the course has elapsed)

0%

after the 77th calendar day of the semester (after 75% of the course has elapsed)

Specific deadline dates related to refunds for the current academic year will be published and posted at the Cashier's Window. Tuition refunds for the January and Summer Terms will be calculated according to the percentages above and based on the time elapsed of the course being dropped.

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ADD/DROP FORM OKC_____

Main Campus Location: KC_____

Students are responsible for collecting all signatures required on this form. Forms will only be accepted when submitted by the student. See the reverse of this form for related policies. Any changes in registration and enrolled hours may affect financial aid eligibility and tuition liability.

Last name	First name
Address	City State Zip
Student ID number	Degree Home phone

ADD	DROP	SEMESTER	COURSE NUMBER	SECTION	SEM. HRS.	COURSE TITLE	INSTRUCTOR'S INITIALS AFTER CLASS HAS BEGUN	Instructor: check one of the following for drops once add/drop period is over		
								WP	WF	WH

Are you dropping all courses in a semester or term? Yes _____ No _____
 If yes, obtain the signature of the Financial Aid Director. If no, skip to next section.

Financial Aid Director's Signature

Date

Change Hours Before

Fall _____

January _____

Spring _____

Summer _____

Change Hours After

Fall _____

January _____

Spring _____

Summer _____

Advisor's Signature
 (required for all changes to a student's schedule)

Date

I have read the Add/Drop Policies information on the reverse of this form and understand the academic and financial implications of this change.

Student Signature

Date

Physically return this completed form to the Office of the Registrar either in person or by U.S. mail.

OFFICE USE ONLY

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Registrar's Signature

Date