



QUINCY COLLEGE

Quincy Campus Enrollment Services
1250 Hancock Street, Quincy, MA 02169
(p) 617-984-1650 | (f) 617-984-1794

Plymouth Campus Enrollment Services
36 Cordage Park Circle, Plymouth, MA 02360
(p) 508-747-0400 | (f) 508-747-8169

Add/Drop & Withdrawal Form

Quincy College Official Use

Date Received: _____

Student ID#: _____

Current Semester:

- Fall Winter Spring Summer I Summer II

Payment Method:

- I receive Financial Aid I receive Veteran Benefits A third party employer is billed for my tuition

Original Form of Payment:

- Cash Credit Card Check

First Name

Middle Name

Last Name

Street

City

State

Zip Code

SSN (Last 4 digits) xxx-xx- _____

Telephone (Circle One: Home Phone or Cell Phone)

COURSES DROPPED (OR SECTION CHANGED)

Course Code	Course Title

COURSES ADDED

Course Code	Course Title

REFUND POLICY

15 Week Semester Courses:

- 100% by the 2nd Friday since the start of classes
- 50% by the 3rd Friday since the start of classes
- 0% after the 3rd Friday since the start of classes

Special Session Schedules (Non-15 Week Courses):

- 100% the day prior to the start of the 2nd class meeting
- 50% the day prior to the start of the 3rd class meeting
- 0% the day of the 3rd class meeting

The official date of drop/withdrawal is the day the Enrollment Services Office receives written notice of such withdrawal, regardless of the number of classes attended.

CERTIFIED (For Quincy College Official Use)

Date: _____

Processed by: _____