Student I.D. Number | Last Name | First | Middle
--- | --- | --- | ---

**TERM:**
- [ ] Fall (09)
- [ ] Spring (01)
- [ ] Summer (05)

**YEAR:**

**DIVISION:**
- [ ] Undergraduate
- [ ] Graduate
- [ ] CAPS

**NOTE:** Failure to attend class is not sufficient notice to the University in order to qualify for a refund and may result in a punitive grade of "VF" (failure to officially withdraw).

Dropping a class may affect your Financial Aid/Scholarship status. Please check with the Office of Financial Aid, 513 745-3142, Schott Hall. Contact Office of the Bursar, 513 745-3435, 135 Alter Hall for a refund of any monies.

## DROP/WITHDRAWAL:

| Required: | CRN | Subject Area | Course Number | Section Number | Enter "AU" to Audit | Class Title or Reason for drop | Credit Hours | Days | Time | Office Use Only |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
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## ADD:

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Student's Signature | Local Phone Number | Date
--- | --- | ---

Instructor's Signature (EDME, MATH, MILS, PHYS withdraw) | Date

Advisor's Signature (undergraduate students only) | Date

Signature of Student's Dean (when required) | Date

**Dean/Office Use Only - Amount of Refund**

<table>
<thead>
<tr>
<th>100%</th>
<th>80</th>
<th>60</th>
<th>40</th>
<th>20</th>
<th>No Refund</th>
<th>Not Applicable</th>
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**Is this a cancellation?**

- Yes
- No

Office of the Registrar Authorization:

White-Registrar, Yellow-Bursar, Pink-Student, Gold-Advisor

Rev. 2/10/05