



Student I.D. Number

Last Name (print clearly)

First

Middle

TERM: Fall Spring Summer YEAR: _____

DIVISION: Undergraduate Graduate CAPS
(check one)

NOTE: Failure to attend class is not sufficient notice to the University of withdrawal 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 money.

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

ADD:

Student's Signature

Current 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						
100%	80	60	40	20	No Refund	Not Applicable
Office of the Registrar Authorization:						

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