



**For On Time Registration and Immediate Confirmation, Log-on to [home.apu.edu](http://home.apu.edu)**

**Instructions:**

Use this form to enroll, drop, or withdraw from a course and/or from the university. Use one form per term: Fall, Spring, Summer, or Summer B. Complete **Section I** and submit to the Student Services Center. Form must be submitted by email.

**A \$125 nonrefundable late fee applies to all requests for late enrollment activity.**

**Section I**

Name \_\_\_\_\_ APU ID# (required) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_ Soc Sec # (opt.) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Term/Session \_\_\_\_\_ Year \_\_\_\_\_

<b>Select One</b> (mark with an X)			<b>Class #</b> (12345)	<b>Course ID</b> (EDUC 123)	<b>Units</b>	<b>Course Title</b>	<b>Required If Session Has Ended</b> (Department Use Only)	
							<i>Instructor Endorsement</i>	<i>Final Grade</i>
<i>Enroll</i>	<i>Drop*</i>	<i>Withdraw</i>						
<i>Enroll</i>	<i>Drop*</i>	<i>Withdraw</i>						
<i>Enroll</i>	<i>Drop*</i>	<i>Withdraw</i>						
<i>Enroll</i>	<i>Drop*</i>	<i>Withdraw</i>						
<i>Enroll</i>	<i>Drop*</i>	<i>Withdraw</i>						

**\*After the last day to drop a class, a request to drop will be automatically processed as a withdrawal.**

I am withdrawing from the university

I am transferring to Undergraduate

**Reason for request:**

*I have read and agree to the terms and fees outlined on page 2 of this form. I understand that if I am receiving VA benefits or Financial Aid, I am responsible to notify the appropriate office regarding this enrollment change.*

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

International Student?  If checked, International Center endorsement is required.

International Center Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section II**

**Department Endorsement**

Program Director *or*

Dept Chair Signature \_\_\_\_\_  Favorable  Unfavorable Date \_\_\_\_\_

**Office Use Only**

GC \_\_\_\_ ENRL \_\_\_\_ DROP \_\_\_\_ WD \_\_\_\_ UWD \_\_\_\_ LERF \_\_\_\_ Grade \_\_\_\_ Reg Staff \_\_\_\_\_ Date \_\_\_\_\_

**Form must be submitted by email only**

• Website: [apu.edu/ssc](http://apu.edu/ssc) • Phone: (626) 815-2020 • Email: [ssc@apu.edu](mailto:ssc@apu.edu)

**A \$125 nonrefundable late fee applies to all requests for late enrollment activity.**

**POLICIES**

**Enrollment:** Students will receive academic credit only for courses in which they are officially enrolled. Enrollment is mandatory. Enrollment deadlines are published in the Academic Calendars. Students must enroll online or submit an Enrollment Activity Form by the Last Day to Enroll, Add/Drop Classes or Submit Independent Study Proposals.

**Adding and Dropping:** Students may add and drop classes without financial penalty until the Last Day to Register, Add/Drop Classes, or Submit Independent Study Proposals. Graduate and Professional students may do this online at [home.apu.edu](http://home.apu.edu) or by submitting an Enrollment Activity Form. Such changes may be made only during the dates listed in the Academic Calendar. International students must obtain approval from the International Center to add or drop a class. Following the deadline to drop a class, a student must withdraw according to policies and procedures as stated in the Withdrawal section below.

A drop will not be permitted after the deadline, except in cases of extenuating circumstances due to accident or illness, serious personal or family problems, or military transfer. Valid documentation is required. An Enrollment Activity Form with valid documentation may be submitted to the registrar's office in the Student Services Center for evaluation. The dates of the extenuating circumstances substantiated by documentation must have occurred during the course's session and will determine the authorized drop action date. Without valid documentation, any drop request received after the deadline published in the Academic Calendar will be processed as a withdrawal. It is the student's responsibility to check with Student Financial Services to determine how an approved late drop or withdrawal may affect his or her financial aid. Also see the Withdrawal section below.

**Late Enrollment:** Students who are unable to enroll before the registration due date may enroll up until the Last Day to Register, as published in the Academic Calendar. Late enrollment may be requested by submitting an Enrollment Activity Form. Professor, dean, and registrar approval for enrollment after the deadline may be granted only in extreme cases where extenuating circumstances are evident and can be substantiated. A \$125 nonrefundable late enrollment fee is charged.

**Withdrawal:** The last day to withdraw for every specific term is indicated in the Academic Calendars. The student must secure an Enrollment Activity Form from the Student Services Center (also available at <https://www.apu.edu/graduateprofessionalcenter/registrar/forms/>). The student will receive a W (withdrawal) grade in the course from which he or she withdraws. A student who never attends or stops attending course for which he or she is enrolled will receive an F in that course if accepted procedures for withdrawal are not followed. Approval for withdrawal after the deadline is granted only in extreme cases where extenuating circumstances are evident and can be substantiated. A \$125 late fee applies to all late withdrawal requests. Any approval of a late withdrawal requires the favorable endorsement and signatures of the professor, department chair and Registrar. No financial adjustments will be made.

**Refund Policy for Withdrawals:** Students may drop a class with full refund of tuition and course fees until the Last Day to Enroll or Add/Drop Classes for the appropriate session, as published in the Academic Calendars. Following the deadline to drop a class, a student may withdraw under certain circumstances. In the event a student withdraws from a class, refund of tuition and course fees will be made as follows:

Through the Last Day to Enroll or Add/Drop	100% refund
After deadline, up to 24% of session	90% refund
25-39% of session	50% refund
40-59% of session	25% refund
60% of session or greater	0% refund

**PROMISE TO PAY**

I promise to pay all stated enrollment charges and required fees listed in the current catalog and printed materials associated with the courses I selected. I understand that I am responsible to check my monthly statements, call my student account counselor and/or check online at [home.apu.edu](http://home.apu.edu) for confirmation of the correct charges associated with the courses I selected. I agree that monies paid on my behalf do not extinguish my payment obligations in the event those monies do not actually come through or for any reason and at any time are returned to the payee or anyone claiming on behalf of the payee or the payee's creditors. I agree to pay any amounts that do not actually come through or for any reason and at any time are returned.

For value received, I promise to pay to Azusa Pacific University, at 901 East Alosta Avenue, Azusa, California 91702-7000, the required charges and fees. Each payment shall be credited first, on penalties and costs due, then on interest and the remainder of principal. Payments will be applied to principle charges in the order of when the charges were incurred, beginning with the earliest charges, including charges from prior academic years, and concluding with the most recent charges. If any collection steps are taken to collect any overdue amount under this Note, the undersigned promises to pay, in addition to the entire balance of delinquent principal and interest, all reasonable attorney's fees and all reasonable charges and cost incident to the collection of any amount not paid when due according to the terms of this Note. I further promise to abide by the university's policies as stated in the catalog and other printed materials, which state that my attendance in class, taking final examinations, release of grades, and participation in graduation ceremony, is contingent upon timely and complete payment in accordance with the terms of this Note. I agree and understand that I will not be able to re-enter Azusa Pacific University or receive diploma(s) until all amounts are paid to the university. For traditional undergraduate students: I understand, acknowledge and agree that, if I am allowed to register for courses for a new academic year, APU has the right to, and will, revoke all of my course registrations if I have not paid off any current or prior academic year's balance by July 1 of the new academic year, and that if my course registrations are revoked and I am later permitted to enroll after meeting my financial obligations to the university, I may not be able to register for the same courses that were revoked.

For the 2020-21 academic year, while prices are subject to change, tuition and fees are established regardless of instruction mode, and will not be prorated or refunded in the event that instruction transitions from face-to-face instruction to another mode of learning, including remote or online learning.

\* A Cal Grant award is limited to four academic years, except as provided in subdivision (c) of Section 69433.6.\*

\* A student needs to take 15 units per semester or the equivalent quarter units, or 30 semester units or the equivalent quarter units per academic year, in order to graduate within four years.

*\*For a student enrolled in an institutionally prescribed five-year undergraduate program, Cal Grant A awards and Cal Grant B awards may be renewed for a total of five years of full-time attendance, provided that minimum financial need, as defined in paragraph (3) of subdivision (b) of Section 69432.9, continues to exist.*