



Virginia International University
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Course Add/Drop/Withdrawal Form

Purpose of this form: Use this form if you would like to add a course or to drop a course from your schedule during the add/drop period. Course withdrawal must be submitted from the third week to the end of the eight week of classes. Please refer to the back of this form for full descriptions of Virginia International University's course add/drop policies. You will be notified via email as to the results of this request.

Last Name		First, Middle (if any) Name	
VIU ID		Program of Study	

Address: _____
 Street City State Zip

Home Phone: _____ Cell Phone: _____ E-mail: _____

ADD COURSE(S)

Course Code	Course Title	Section (if any)	Add	School Dean's or Academic Advisor's Signature	Advisor's Comment Approved/Denied (include reason if denied)
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied

DROP COURSE(S)

Course Code	Course Title	Section (if any)	Drop	School Dean's or Academic Advisor's Signature	Advisor's Comment Approved/Denied (include reason if denied)
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied

WITHDRAW COURSE(S)

Course Code	Course Title	Section (if any)	Withdraw	School Dean's or Academic Advisor's Signature	Advisor's Comment Approved/Denied (include reason if denied)
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied
					<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Student's Signature: _____

Date: _____

OFFICE USE ONLY					
Registrar's Office	Date Received: _____	By: _____	Date Processed: _____	By: _____	
Accounting Office	Date Processed: _____	By: _____	Date Student Notified: _____		Rev: 07/2011

Add/Drop a Course: After registration, a student may add a course at any time before the deadline specified in the Academic Calendar. Adding a course after the last day to add a course requires proof of extenuating circumstances and the written approval of both the course instructor and the School Dean. Under no circumstances may a course be added after three (3) calendar days beyond the last day to add a course. Students wishing to drop a course must do so before the last day to drop a course. A course that is dropped before the specified date will not appear in the student's academic record. To add or drop a course, the student must fill out a **Course Add/Drop/Withdrawal Form** (available from the Registrar's Office and on our website at www.viu.edu), obtain the School Dean's or the academic advisor's signature, and submit the completed form to the Registrar's Office.

Withdraw a Course: After the add/drop period, a course withdrawal must be submitted from the third week to the end of the eight week of classes. A "W" indicating official withdrawal will be recorded on your transcripts. After the eighth week of the semester, students can NOT officially withdraw from a class regardless of academic status, therefore grade "F" will be assigned if you chose to cease to attend class.

Warning for International Students: According to the USCIS regulations, International F-1 visa students must **maintain full-time enrollment in order for them not to fall out of status.** Full-time course load for the graduate program is 9 credits/semester, for the undergraduate and certificate programs it is 12 credits/semester, and for the ESL program its 20 hours/week. Therefore, we ask all of our international students to pay attention to this requirement before dropping a course as it is the sole responsibility of the F-1 visa holder to comply with the USCIS pertaining regulations.

Cancellation and Refund Policies

If a student elects to withdraw from specific course(s) or completely from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Time of withdrawal notice	Tuition refund amount*
Within three business days up to the 1 st day of the semester	100% of the semester tuition
2 nd day of the semester and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

** Excludes all fee*

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from VIU, they are financially responsible according to the above schedule.

A written notice must be submitted to officially withdraw from VIU. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.**

No refund will be honored without written notice. Students may download the **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. Applicants must submit the **Refund Request & Application Cancellation Form** within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

Financial Penalties:

1. Late fee: Failure to make any payment on or before the due date results 1.4% of unpaid balances added per week. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example activity fee, technology fee, etc.) will be deducted before applying payment for tuition
2. Return Check Fee: A \$30 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee daily until the balance is cleared.

Special Cases: In the *documented* event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, VIU will work toward a settlement that is reasonable and fair to both parties.

The details about this policy can be found in the university catalog, student handbook, and at the university web sites.

Rev: 07/2011