

# DROP VERIFICATION FORM

This form will be submitted to the appropriate council/committee.

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Instructor \_\_\_\_\_

**Note:** If you DO withdraw from this course, you must notify the CEF office before the deadline in order to get a “W”, otherwise, you will receive an “F” for the course. Please refer to the course catalog of the current semester for the last day to withdraw from class with a grade of “W”. **(Please refer to the Refund Policy and Drop Confirmation Code information below.)**

## Refund Policy:

### Semester Courses:

Semester Courses refer to courses 48 hours or more in length. Drops received prior to two (2) working days before the course start date will be issued a full credit, minus the cost of books and materials. After that, an administrative fee will be charged, plus any applicable books and/or material fees. Books and materials are non-refundable unless course is dropped prior to the book refund deadline for the current semester. Drops after a certain date each semester will be billed in full. Please see the current semester course catalog for these deadlines.

### All Other Courses:

“All Other Courses” refers to all courses and seminars that are less than 48 hours in length. Drops received prior to two (2) working days before the course start date will be issued a full credit, minus the cost of books and materials. After that, no part of the registration fee will be credited.

### Drop Confirmation Code:

You must call the CEF office and receive a Drop Confirmation Code (DCC#) by the deadline in order to be credited for any part of your registration fee (see current catalog for deadline dates). No credits will be issued without a DCC#. No DCC#'s will be issued after the deadline date (see current catalog for deadline dates). Book purchases are non-refundable unless course is dropped prior to the current semester's book refund deadline (see current catalog for deadline dates).

**Please complete this form and return it to the CEF office.**

Please check all reasons that apply for dropping this course.

- I have too many classes.
- I don't like the instructor.
- My work schedule has changed.
- I do not have the reading, writing, or math skill level required.
- The course will require too much time outside of class.
- The course seems too easy.
- I have an illness/injury.
- I have personal reasons.
- I am withdrawing from my course(s) for the following reason which was not listed above:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please return to the CEF office at:**  
1401-A W. Royal Lane, PO Box 612107 • DFW Airport • Texas 75261-2107  
(972) 574-5200 • (972) 574-3440 fax

