



MISSISSIPPI STATE UNIVERSITY

Division of Academic Outreach & Continuing Education

Effective Semester

Spring _____

Summer _____

Fall _____

Official Add/Drop/Withdrawal Form for College Independent Study - Campus 9

Student ID # _____ Name: _____
 Last First M.I.

Email Address: _____ Phone Number: _____

Date of Birth: ____/____/____ Sex: F M

Reason for Dropping: _____

Circle One ↓	Course Symbol & Number (Example: FLS 2133)	Title (Example: Spanish III)	CRN (Office use Only)
DROP ADD			
DROP ADD			
DROP ADD			
DROP ADD			

I have/will read and understand the AOCE /University's Withdrawal and refund policies. I have/will read and comply with financial aid withdrawal instructions.

Student's Signature _____ Date _____ Academic Outreach Manager _____ Date _____

******* ATTENTION STUDENT – There is NO 100% Refund for College Independent Study Courses *******

Please view the Academic Calendar at <https://mybanner.msstate.edu/news.htm> for more Policy Information.

Refund Schedule for Year Based Courses: (Section 555)

- 80% refund—from enrollment day one (1) through day thirty (30)
- 45% refund—from day thirty-one (31) through day sixty (60)
- No refund after sixty (60) days

Refund Schedule for Term Based Courses: (Section 901)

(Student chose to use Financial Aid to pay for their course(s))

- 80% refund—from day one (1) of enrollment
- After that we follow the Academic Calendar set by Mississippi State University

On-line Courses, Independent Study Courses, Correspondence Courses, Workshops, Etc. offered through the Division of Academic Outreach & Continuing Education are NOT eligible for inclusion in the Senior Citizen Tuition Waiver Program per student affairs OP 91.179.

SEND OR FAX TO: Operations Unit * P. O. Box 5247 * Mississippi State, MS 39762 * FAX 662-325-2657

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or group affiliation, age, disability, or veteran status.

For AOCE Office Use ONLY

DROP Code: _____ Refund Percentage: _____

WITHDRAWAL Code: _____ Refund Percentage: _____

Term: _____ Hrs. Currently Enrolled _____ Effective D/W Date: _____