

**Nebraska Health Care Learning Center  
Official Drop/Add Form**

The deadline for withdrawal is when 50 percent or less of the course has been completed.

**Directions:**

Please print.

Fill out the drop/add form and sign it.

Drops after the drop deadline are allowed only in extenuating circumstances. An instructor who approves the drop after the deadline must sign where indicated below.

Take the completed form to Nebraska Health Care Learning Center, 3900 NW 12<sup>th</sup> Street, Suite 100, Lincoln, NE 68521; (402) 435-3551 Fax: (402) 475-6289 for processing.

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security Number \_\_\_\_\_

**DROP**

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit hours \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADD**

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit hours \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Official Refund Policy:**

1. Students who withdraw from courses may receive a prorated tuition refund.
  - a. If official request occurs prior to 72 hours of enrollment, a full refund is appropriate. The request must be in writing and be postmarked prior to 72 hours of enrollment.
  - b. If official request occurs after 72 hours of enrollment, a full refund is appropriate minus a registration fee of \$150.
  - c. **After classes have begun, fees for materials and course requirements may be withheld:**
    - i) **Day 1- 50% refund of tuition**
    - ii) **Day 2- 25% refund of tuition**
    - iii) **Day 3- 0 refund of tuition**
  - d. Courses with CEU offerings have a no refund policy.
  - e. Refunds shall be mailed within 30 days of official request.

Office Use Only: Date Entered _____ Official D/A Date _____ Credit Change _____
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