

Bank Street College
LATE REGISTRATION AND ADD/DROP
Fall 2008

Add/Drop and Late Registration must be done in person through the Registrar's Office. During this period, a \$25 Late Registration fee or a \$15 Add/Drop fee will be charged.

POPULATION	DAY	DATE	TIME
ANY	Thursday	9/4/08	1 - 6 pm
STUDENT	Friday	9/5/08	1 - 5 pm
ON A WALK-IN	Monday	9/8/08	1 - 6 pm
BASIS.	Tuesday	9/9/08	3 - 5pm
	Wednesday	9/10/08	3 - 5pm
	Thursday	9/11/08	3 - 5pm
	Friday	9/12/08	3 - 5pm
	Monday	9/15/08	3 - 5pm
	Tuesday	9/16/08	3 - 5pm
	Wednesday	9/17/08	3 - 5pm

Classes must be officially dropped **prior** to their second meeting for a 100% tuition refund to apply.

REFUNDS ARE MADE ACCORDING TO THE FOLLOWING SCHEDULE:

2, 3, 4 and 6 credit classes:

Date of official Drop or Withdrawal:

Prior to the 2nd class meeting	100% of tuition
Prior to the 3 rd class meeting	50% of tuition
Prior to the 4 th class meeting	25% of tuition
After the 4 th class meeting	NO REFUND

1 credit classes:

Prior to the 2nd class meeting	100% of tuition
After the 2nd class meeting	NO REFUND

After a student has registered for a class, s/he has committed to a place in the class(s) indicated on the student's confirmation. Students are accountable for the completion of this work and for the cost of the course unless a request to drop the course(s) is submitted to the Registrar's Office in writing, using the appropriate form and by the appropriate deadline. Please note that **registration fees** are not refundable.

Students who have registered for a course, and then never attend it or stop attending it without either formally dropping it, will receive a grade of No Pass (NP) and will remain responsible for the full cost of the course.