

# YORK COLLEGE OF PENNSYLVANIA Records and Registrar's Office Change Form

PLEASE PRINT  
FIRMLY AND CLEARLY

<b>TODAY'S DATE</b> (Month) (Day) (Year)	<b>STUDENT STATUS</b> <input type="checkbox"/> PT <input type="checkbox"/> FT	<b>CURRENTLY ENROLLED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>STUDENT SIGNATURE</b>
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<b>STUDENT NAME</b> (Last Name)   (First Name)   (Middle Name)   (Previous Last Name)	<b>STUDENT ID NUMBER</b>
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<b>STUDENT LOCAL ADDRESS</b> (Street Address)   (City)   (State)   (Zip)   (   )	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
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<b>CHANGE IN PARENT/PERMANENT ADDRESS</b> (Street Address)   (City)   (State)   (Zip)   (   )	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
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DROPPING A COURSE(S)			
CRN	COURSE #	SECTION	COURSE TITLE

ADDING A COURSE(S)			
CRN	COURSE #	SECTION	COURSE TITLE

*WITHDRAWING FROM A COURSE(S)			
CRN	COURSE #	SECTION	COURSE TITLE

**TUITION REFUND SCHEDULE FOR FALL AND SPRING:**

Refunds will be calculated to credits dropped below 12 and over 18.

Refund Percentage	Duration (applies to full or partial withdrawals)
100%	Through Week #1 (Drop/Add Period)
75%	Through Week #2
50%	Through Week #3
25%	Through Week #4
0%	Week #5 Through End of Semester

- # The week is defined as the 7 day period following the last day of Drop/Add.
- Fees are nonrefundable after the Drop/Add period.
- The complete Refund Policy is located at [www.ycp.edu/11949.htm](http://www.ycp.edu/11949.htm).
- Changing from FT to PT may reduce your financial aid. Contact the Financial Aid Office for details.

<b>ADDITIONAL COMMENTS:</b>	<b>PROCESSED BY</b>
	<b>DATE PROCESSED</b>

**CHANGE IN GRADE**

SEMESTER/YEAR	COURSE NUMBER	COURSE TITLE	INSTRUCTOR SIGNATURE	DEPT. CHAIR SIGNATURE				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">PREVIOUS GRADE</td> <td style="width:50%;">NEW GRADE</td> </tr> </table>		PREVIOUS GRADE	NEW GRADE	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">PROCESSED BY</td> <td style="width:50%;">DATE PROCESSED</td> </tr> </table>			PROCESSED BY	DATE PROCESSED
PREVIOUS GRADE	NEW GRADE							
PROCESSED BY	DATE PROCESSED							

<b>RATIONALE FOR GRADE CHANGE:</b>
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