

# SAINT PAUL SCHOOL OF THEOLOGY

5123 E Truman Road  
Kansas City, MO 64127  
(816) 245-4839  
Fax: (816) 483-9605

[www.spst.edu](http://www.spst.edu)

2501 N Blackwelder  
Oklahoma City, OK 73106  
(405) 208-5757  
Fax: (405) 208-6046

## ADD/DROP POLICIES

**FEES CHARGED FOR CHANGE IN SCHEDULE:** Students may change their schedule after registration. Students may be charged an administrative fee of \$15.00 for any student-initiated change after the first student-initiated change per semester. There is no fee for changes made due to seminary action (e.g., a class is canceled or added after the registration period).

### ACADEMIC POLICY ON CHANGE OF REGISTRATION:

A student may add a course using their written signature, through the second week of a semester. A student may withdraw from a course using their written signature, without academic penalty or record at any time during the first two (2) weeks of a semester with the permission of the instructor of the course and the advisor. If a student withdraws from a course after the second week (with the permission of the instructor and the advisor), the course will be entered on their transcript with a designation of WP (Withdraw Passing), WF (Withdraw Failing) to be determined by the instructor, or WH (Withdraw Hardship) to be determined by the Academic Dean and Dean of Student Services. The inside back cover of the *Handbook* lists the exact dates of adding and dropping courses. For short-term courses, the last day to withdraw without penalty is the first day of class. Withdrawal after the first day will be recorded on the transcript with a WP/WF/WH designation. Any changes in registration may affect tuition, fees, financial aid, and grants.

### FINANCIAL AID POLICY ON CHANGE OF REGISTRATION:

A student receiving a seminary grant or scholarship may lose eligibility for future aid by dropping classes after the second week of the semester. See the *Handbook* for the complete Satisfactory Progress for Financial Aid - Institutional Aid Policy. If a student is receiving federal loan funds, dropping courses may change one's enrollment status in such a way as to become ineligible for loan funds, or that he/she begins using their grace period or has to begin repayment on their loans. A student may also be ineligible to borrow additional federal loan funds, until those hours dropped have been earned, see the *Handbook* for the complete Satisfactory Progress for Financial Aid - Federal Aid Policy.

### REFUND POLICY:

To receive a tuition refund, a student must drop a course(s) with a written signature by the dates indicated below. "Add/Drop" forms are available in the Academic Life Office. The official drop date for determining a refund shall be the date the completed "Add/Drop" form is received by the Registrar.

#### Percent of

#### Tuition Refund

#### Date Written Drop Form Received by Registrar's Office

100%	Fall and Spring Semesters -- on or before the fifteenth calendar day of the semester by counting the first day of class as "one" January Term -- prior to the first day of the class being dropped Summer Term -- prior to the first day of the class being dropped
85%	16th through 21st calendar days of the semester (up to 15% of the course has elapsed)
75%	22nd through 28th calendar days of the semester (15-25% of the course has elapsed)
50%	29th through 49th calendar days of the semester (25-50% of the course has elapsed)
25%	50th through the 77th calendar days of the semester (50-75% of the course has elapsed)
0%	after the 77th calendar day of the semester (after 75% of the course has elapsed)

Specific deadline dates related to refunds for the current academic year will be published and posted at the Cashier's Window. Tuition refunds for the January and Summer Terms will be calculated according to the percentages above and based on the time elapsed of the course being dropped.

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## ADD/DROP FORM

Main Campus Location: KC \_\_\_\_\_ OKC \_\_\_\_\_

Students are responsible for collecting all signatures required on this form. See the reverse of this form for related policies. Any changes in registration and enrolled hours may affect financial aid eligibility and tuition liability.

\_\_\_\_\_  
 Last name Nickname

\_\_\_\_\_  
 Preferred Mailing Address City State Zip

\_\_\_\_\_  
 Saint Paul Email Degree Home phone Cell

ADD	DROP	SEMESTER	COURSE NUMBER	SECTION	SEM. HRS.	COURSE TITLE	Campus of Classroom Attendance KC or OKC	INSTRUCTOR INITIALS AFTER CLASS HAS BEGUN	WP WF WH

Are you dropping all courses in a semester or term? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, obtain the signature of the Financial Aid Director. If no, skip to next section.

\_\_\_\_\_  
**Financial Aid Director's Signature** **Date**

<u>Hrs Before Change</u>	<u>Hrs After Change</u>	<u>Reason for the Change</u>
Fall _____	Fall _____	Fall _____
January _____	January _____	January _____
Spring _____	Spring _____	Spring _____
Summer _____	Summer _____	Summer _____

\_\_\_\_\_  
**Advisor's Signature** **Date**  
 (required for all changes to a student's schedule)

I have read the *Add/Drop Policies* information on the reverse of this form and understand the academic and financial implications of this change.

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

Return this completed form to the Office of the Registrar either in person, by fax, or by U.S. mail. A student may also complete the form, print it, sign it, scan it back into their computer, and email the form to the Registrar's Office. Request proof of receipt when emailing.

### OFFICE USE ONLY

\_\_\_\_\_  
**Registrar Signature** **Date**