



# Registration Change Form

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email: (Not Your High School Email) \_\_\_\_\_

CEI ID#: \_\_\_\_\_ High School: \_\_\_\_\_ Grade: \_\_\_\_\_

List course(s) you wish to change: (see chart below for definition of registration change actions)

Term: \_\_\_\_\_ Course: \_\_\_\_\_ Action: (add/drop/withdraw) \_\_\_\_\_

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Reason: \_\_\_\_\_

### ACTION DEFINITIONS

**Deadlines Apply.** Form must be submitted to the Early College office by 5pm on deadline date for the desired action. It is the student's responsibility to know the type of course they are taking and applicable deadlines. All deadlines are published on the Early College website. <https://www.cei.edu/high-school/>

**Add:** Requesting to register for additional course(s) after your registration request form has already been submitted for the term, and/or changing an existing registration to a different time or section.

**Drop:** Request to drop a course and have it deleted from your CEI transcript. Refund depends on course type.

- **Dual Credit** courses are refunded at 100% if request is received by 5pm on the day of the applicable drop deadline.
- **Concurrent Enrollment** courses are subject to the following CEI refund policies.

**\*\*\*All fees are non-refundable after the first day of class\*\*\***

- o Drop by Friday during the first (1<sup>st</sup>) week of class – 100% tuition refund

**Withdraw:** Requests to withdraw from CEI courses can be made after the drop deadline up until the withdrawal deadline for applicable course type.

- Withdrawing from a course is considered an unsuccessful attempt and results in a "W" grade on your permanent college transcript.
- A "W" grade does not impact your college GPA.
- **Dual Credit** No refunds are given for withdrawn courses.
- **Concurrent Enrollment** courses are subject to the following CEI withdrawal refund policies.

**\*\*\*All fees are non-refundable after the first day of class\*\*\***

- o Withdrawal by Friday during the second (2<sup>nd</sup>) week of courses – 50% tuition refund
- o Withdrawal by Friday during the third (3<sup>rd</sup>) week of courses – 25% tuition refund
- o No tuition refunds after Friday of the third (3<sup>rd</sup>) week of courses

### IMPORTANT FINANCIAL INFORMATION for WITHDRAWALS

**Did you apply for Advanced Opportunities funding for withdrawn classes?**

**Withdrawing or failing an Early College course is considered an unsuccessful attempt by the State of Idaho Advanced Opportunities program.** When AO funds are used for unsuccessful course attempts, the state rule requires the student pay for and pass the next class before they can access more AO funding.

If you requested Advanced Opportunity funding for a class you are withdrawing from, please select an option below for payment:

I will self-pay tuition for withdrawn course(s) within 30 days of this request, in order to have access to Advanced Opportunities in the next desired term. I understand CEI will notify AO of the funding change and since I self-paid, CEI will not place a flag on my AO account restricting my access to further funding. I understand that CEI will not allow me to register for new classes or release transcript information to me until my balance is paid in full.

I will allow Advanced Opportunities to pay the tuition for the course(s) I am withdrawing from and forego the opportunity to use funding until I have paid for and passed a future course. I understand a flag will be placed on my AO account until the next course(s) have been successfully completed.

### By signing below I acknowledge the following:

1. I have read and understand the consequences of adding, dropping or withdrawing from CEI Early College course(s).
2. I have read and understand the State of Idaho Advanced Opportunities rule regarding unsuccessful course attempts and accept the payment terms I selected above.
3. I understand that it is my responsibility to notify my high school of changes made to my schedule.

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