

# SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES ADD FORM



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**CHECK APPROPRIATE TERM**

Fall     Winter     Spring     Summer    Year: \_\_\_\_\_

NAME \_\_\_\_\_ NUID \_\_\_\_\_ - \_\_\_\_\_

NEW STUDENT (IF NEW STUDENT, PLEASE PROVIDE SSN)    SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

The United States Office of Civil Rights respects that schools report enrollment by selected minority groups. This is to determine compliance with the Civil Rights Act of 1964 and continued eligibility of Northeastern University for federal funds such as financial aid.

- American Indian/Alaskan Native     Black Non-Hispanic     Asian/Pacific Islander     White Non-Hispanic  
 Hispanic/Latino(a)     Foreign National     I do not wish to respond

Key #	Course #	Section	Course Title	Campus	Day/Time
EXAMPLE: 36238	MIS4114	01	Intro to PC Software	Boston	M, W-5:45

STUDENT SIGNATURE: \_\_\_\_\_

See reverse side for tuition policy

DATE: \_\_\_\_\_

Rev. 03/05 343415

## **Refund Policy for School of Professional and Continuing Studies**

**12-Week, 8-Week, and 6-Week Sessions** – Effective Fall 2006, SPCS will permit students to withdraw from 12-week, 8-week, and 6-week courses through the second Saturday of the session and receive a 100% refund. After the second Saturday of the session, any student seeking to withdraw from a 12-week, 8-week, or 6-week course will be ineligible for a refund.

**4-Week Sessions** – Effective Fall 2006, SPCS will permit students to withdraw from 4-week courses through the first Saturday of the session and receive a 100% refund. After the first Saturday of the session, any student seeking to withdraw from a 4-week course will be ineligible for a refund.