Plymouth State University
College of Graduate Studies

CONFIDENTIAL

Graduate Course Add or Drop/Withdrawal Form

TODAY'S DATE: _____ TERM: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER

PROGRAM: ☐ EDD ☐ CAGS ☐ MA ☐ MAT ☐ MBA ☐ MED ☐ MS ☐ OTHER

LAST NAME | FIRST NAME | MI

STUDENT ID NUMBER (CURRENT STUDENT) OR SOCIAL SECURITY NUMBER

MAILING ADDRESS | CITY/TOWN | STATE | ZIP

HOME PHONE WITH AREA CODE | WORK PHONE WITH AREA CODE | EXT. | CELL PHONE WITH AREA CODE

PERSONAL E-MAIL | BUSINESS E-MAIL

STUDENT SIGNATURE _____ DATE _____

ADD

COURSE DEPT	COURSE NUMBER	COURSE TITLE	CRN	CR	COURSE CHARGE

PLEASE NOTE: Instructor's permission is required to add a course that has already begun.

TOTAL DUE	

DROP/WITHDRAWAL

COURSE DEPT	COURSE NUMBER	COURSE TITLE	CRN	CR	COURSE CHARGE

PLEASE NOTE: Final refund/total due will be determined by the Course Drop/Withdrawal Schedule. The $25 drop fee is charged at the time of the drop. Please consult your online bill through your myPlymouth account to view and process any refunds. Refunds will be credited via the same method/account with which payment was made.

DROP FEE	-25.00
REFUND/TOTAL DUE	

OFFICE USE ONLY

PLEASE INDICATE REASON(S) FOR DROPPING THE COURSE:

_____

PAYMENT INFORMATION WILL NOT BE ACCEPTED VIA EMAIL

PAYMENT INFORMATION:

NAME AS IT APPEARS ON BANK/CREDIT CARD ACCOUNT _____ (PLEASE PRINT) E-CHECK/CHARGE AMOUNT

ACCOUNT HOLDER SIGNATURE _____ DATE

☐ FINANCIAL AID AWARD $ _____ PURCHASE ORDER ☐ USNH TUITION WAIVER ☐ ASSISTANTSHIP WAIVER ☐ PSU PAYMENT PLAN ACCT.# _____

ENCLOSED IS MY CHECK FOR $ _____ (PAYABLE TO PSU) * ☐ VETERAN'S AFFAIRS BENEFITS ** ☐ OTHER SPECIFY _____

PLEASE NOTE: **A NON-REFUNDABLE 2.75 PERCENT SERVICE CHARGE WILL BE ASSESSED ON ALL CREDIT/DEBIT CARD TRANSACTIONS. PAYMENTS MADE VIA E-CHECK WILL NOT BE ASSESSED A SERVICE CHARGE. CONTACT STUDENT ACCOUNT SERVICES FOR MORE INFORMATION AT TOLL FREE (877) 846-5755 OR E-MAIL PSU-STUDENTACCOUNT@PLYMOUTH.EDU.**

☐ E-CHECK*** BANK ROUTING NUMBER | BANK ACCOUNT NUMBER

☐ VISA ☐ MC ☐ AMEX ☐ DISC CREDIT CARD ACCOUNT NUMBER | EXPIRATION DATE (MMYY) | CCV2 CODE (3 OR 4 DIGITS)

* Returned checks will be assessed a fee.

** Students receiving Department of Veterans Affairs benefits under the Montgomery GI Bill are limited to an add/drop period that does not exceed thirty (30) days [38CFR21.420(1)]

MAIL TO: PLYMOUTH STATE UNIVERSITY COLLEGE OF GRADUATE STUDIES, MSC 11, 17 HIGH STREET, PLYMOUTH NH 03264-1595 OR FAX TO: (603) 535-2572