The following refund schedule applies. Students receiving financial aid are required to be enrolled in at least 6 credit hours. Refunds will be based on the date this form is received by the Office of Undergraduate Evening Studies.

### Refund Scale for Courses

- Prior to the completion of 10% of course meetings: 100%
- Between 10% - 20% of course meetings completed: 75%
- Between 20% - 30% of course meetings completed: 50%
- Between 30% - 40% of course meetings completed: 25%
- After 40% of course meetings completed: No Refund

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**If you are receiving federal or state aid and are dropping a course or completely withdrawing from school, the change of schedule may affect your financial aid for the current semester and your eligibility for financial aid in the future. Please refer to the Furman academic catalog (catalog.furman.edu) and contact the Office of Financial Aid 864.294.2204 for details on how the withdrawal will affect your financial aid and student account tuition balance.**

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Please complete and return to the Office of Undergraduate Evening Studies, Suite 001 at the Herring Center for Continuing Education, ues@furman.edu, fx: 864.294.3378.

**NAME**

<table>
<thead>
<tr>
<th>First</th>
<th>M.I.</th>
<th>Last</th>
<th>Furman ID #</th>
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**PHONE**

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**Change**

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<th>Course/Dept. #</th>
<th>Title</th>
<th>A/U*</th>
<th>Sem. Hours</th>
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*A=Audit, U=Undergraduate credit

**Reason for Withdrawal:**

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______

Student signature

______

Date

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______

Director of Undergraduate Evening Studies

______

Date