



Drop/Add Procedure

Classes may be dropped and full credit issued to the student's account during the drop/add period of the session only.

Sessions include: R = Residential; O = Online Session 1; O2= Online Session 2; I = Intensive Class; B = Blended.

The drop/add period for R, O, O2, and B classes is from the end of registration through Friday at noon of the first week of the class:

100% credit for classes dropped during the drop/add period.

No credit will be issued after the drop/add period of the session/class.

Intensive classes - (I) - may be dropped for 100 percent credit up to 14 days before the first day of class. No credit will be issued after this point.

New registrations after the open registration period are subject to late registration charges. Financing must be secured for classes before the student will be added to the class roster.

All request forms must be filled out completely in SIS. Incomplete forms will not be processed.

Changes to student registration must be reviewed and/or revised to ensure compliance with the Federal Financial Aid Direct Loan regulations.

Tuition paid by students from dropping individual courses within the specified drop/add period is credited to the student's account. Student accounts with credit balances are addressed upon the student's graduation or formal withdrawal from the seminary.

Refunds are not issued for late fees. If you need more information, please contact Student & Academic Services.

Tuition Credit for Dropped Classes

During the drop/add period of any session	100% credit
After the drop/add period of any session	No credit
Within 14 days prior to an intensive	No credit

Payne Theological Seminary reserves the right to make adjustments to any fees as deemed necessary.