



ADD / DROP Form

This form must be received in Registration by the last day to withdraw (www.btc.edu/calendar). For short classes, the withdrawal deadline is based upon start date, end date, and 75% of instructional days.

Bellingham
TECHNICAL
COLLEGE

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state and federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, tax credits, academic transcripts, assessment or accountability research.

3028 Lindbergh Ave., Bellingham, WA 98225
Call: 360.752.8350 / Fax: 360.676.2798 / Email: registration@btc.edu

Today's Date	ctcLink ID #	Legal Last Name	Legal First Name	Middle Initial
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Birth Date (mmddyyyy)	Mailing Address—Street	City	State	Zip Code
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<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year 20____	Phone Number	Email Address
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DROP Class #	DROP Class Title (i.e. ENGL& 101)	End Date	ADD Class #	ADD Class Title (i.e. ENGL& 101)	Start Date

Student Signature	Date	Are you leaving BTC? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Drop your class online in myBTC portal. Click Registration, select Register for Classes, select current quarter, click red button, click continue, OR email registration@btc.edu.	If you are requesting an exception to the refund policy, attach a detailed request. Submit a Petition for Hardship Withdrawal if appropriate.
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<i>Received in Registration Date/Time</i>	<i>Initials</i>	<i>Exception signature</i>	<i>Date</i>
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<i>Change Completed Date/Time</i>	<i>Initials</i>	<i>Exception completed</i>	<i>Percentage</i>
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Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call (360) 752-8354.

H:\Forms\Registration Forms\Current Version\2022 Updates\Add Drop Rev. 06/10/22

State Funded Credit Class Refund Policy

- 100% refund if a student withdraws from a class through the 5th instructional day of the quarter.
- 50% refund if a student withdraws after the 5th instructional day through the 20th calendar day of the quarter.

Classes with start and end dates other than the start and end of the quarter

- Refunds for state supported classes which start before or after the regular quarter begins will be processed in proportion to the tuition and fee refund percentages above. Refund deadlines may differ for classes with different start dates, including Washington Online classes and classes which start mid-quarter.
- Refunds for state supported classes which are shorter than the full quarter and begin any time during the quarter will be processed in proportion to the tuition and fee refund percentages above.
- State Supported classes which meet only once must be dropped prior to the class meeting time to be refund eligible.
- *Instructional Days are defined as days the College is in session, not including weekends or scheduled holidays.*
- *Calendar Days are defined as all days the College is in session, including weekends and scheduled holidays.*

**Self Support Class Refund Policy

- 100% refund if drop is submitted by midnight **two calendar days prior** to the start date of the class.
- There are NO refunds after midnight two calendar days prior to start date of the class. A signed Add/Drop form is required to drop/withdraw after midnight two calendar days prior to the start date.

Canceled Class Refunds

- A 100% refund will be made when Bellingham Technical College cancels a class.

Refund Information—How to drop, withdraw, petition

- Students are usually able to drop classes online during the 100% refund period or submit an Add/Drop form to the Registration office for assistance. After that time, an Official Withdrawal is required.
- An Official Withdrawal is defined as when a student has submitted a completed Add/Drop form to the Registration Office before the withdrawal deadline. The refund will be calculated based on the date the form is **submitted** rather than the last day of attendance. No refund of tuition and fees will be made beyond the current quarter.
- Students who fail to attend or stop attending a course or program without notice, and do not officially withdraw will forfeit all claims to the refund of tuition and fees, and may receive a failing grade of F. The College may drop students in courses who fail to pay at the time of registration or by the tuition and fee payment due date.
- Refunds for Financial Aid students may be adjusted based on the type of aid received. Contact the Student Financial Resources Office at **360.752.8351** for any questions.
- Petitions for exceptions to the refund policy must be submitted in writing to the Director of Registration and Enrollment for determination. Required documentation for consideration includes an Add/Drop form, a Hardship Withdrawal Form, and supporting documentation. Circumstances warranting an exception are medical reasons or for those called into military service of the United States. All petitions, forms, and documentations must be submitted by the last day of the enrolled quarter.

Payment of refunds

- Refunds for payments made by cash or check will be processed through the Business Office and a check mailed within 3 weeks. Refunds for payments made by credit card will be processed back to the credit card in 2 business days. Outstanding debts to the college will be deducted from refunds.
- Refund amounts are based on prior full payment of tuition and fees. If you have not paid in full, you may still owe a balance if you withdraw from your class during a partial refund period.

State Funded Courses**—supported with State funds. *Self Support Courses**—supported by student fees.