



UNIVERSITY OF EAST-WEST MEDICINE

ADD-DROP / WITHDRAWAL / LEAVE OF ABSENCE

Students adding or dropping classes, students wishing to withdraw entirely from the program, and students wishing to be granted a Leave of Absence (LOA) must submit this completed form to the registrar. The fee for adding and dropping courses after the official add-drop deadline is \$25 per course.

The effective date for changes is the date the Registrar's Office receives this form.

Name _____ Phone # _____ Term _____

ADD-DROP	COURSE #	COURSE NAME	DAY & TIME	# OF DAYS ATTENDED
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Students dropping courses receive a *pro rata* credit for the unused portion of tuition as described in the Enrollment Agreement. This credit amount can either be applied to the following term's tuition or be refunded to the student.

Please note that dropping courses may delay your expected graduation date because the courses are offered in sequence. Future scheduling of dropped courses may conflict with other required classes. The University of East-West Medicine cannot guarantee future availability of dropped courses.

WITHDRAWAL

- Withdraw immediately from all coursework at UEWM.
- Withdraw at the end of this term from all coursework at UEWM.

Reason: _____

LEAVE OF ABSENCE

- Immediate Leave of Absence from UEWM granted.
- A Leave of Absence at the end of this term from UEWM granted.

The student will return to UEWM for the _____ term.

Reason: _____

for office use only

- Change approved
- Change denied (reason: _____)

Total fees charged: \$ _____ Tuition refund amount: \$ _____

- credit card
- Refund applied to next term
- check/cash
- Refund given to student

Administrator's signature

date