Add / Drop Form

Name: ___________________________  Student ID #: ___________________  Quarter: ____________

Address: ____________________________________________________  Phone: ________________

Changes to General Education classes require an Advisor’s signature.
After the 3rd day of class, an instructor’s signature is also required to add General Education classes.
Changes to Career Training classes require the Instructor’s signature.
All changes for High School students require their Advisor’s signature.

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<th>Item #</th>
<th>Course Name</th>
<th>Add</th>
<th>Drop</th>
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Dropping a class after the 10th day of class will result in a ‘W’ on your transcript. Classes cannot be dropped after the 6th week of the quarter.

A student who has paid tuition before the quarter starts but is unable to attend the class may receive a full tuition refund. Starting the first day of class, Bates grants refunds as follows: 1st to the 5th calendar day – 80%, 6th to 15th calendar day – 40%, after the 15th calendar day there is no refund.

__________________________                    Date

Student Signature

__________________________                    Date

Instructor’s Signature or Initials

__________________________                    Date

Advisor’s Signature

__________________________                    Date

Financial Aid Signature

Staff use Only

Date Received: ______________  Comments: __________________________

Downtown Campus | 1101 S. Yakima Ave., Tacoma, WA 98405 | 253.680.7000
Mohler Campus | 2320 S. 19 St., Tacoma, WA 98405 | 253.680.7700
South Campus | 2201 S. 78 St., Tacoma, WA 98409 | 253.680.7400

Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.