



## **Syracuse University Project Advance The Harbour School- Hong Kong Drop/Withdrawal (2016-2017)**

### **Drop Dates:**

The official drop dates for the fall/yearlong semester classes and the spring semester are posted on the registrar's calendar available on our website.

Fall semester 2016(includes yearlong courses) - 11/18/16

Spring semester 2017 - 4/7/17

If the signed Drop Form is received up to and including on the actual drop date, the course will be dropped and the financial responsibility will be removed. A refund will be processed if payment has been received and an email notification is generated to notify the parent, student and instructor that the drop request has been officially processed.

### **Exceptions:**

If student is ill and cannot complete the class (note from physician required)

If student moved out of the district (documentation from Guidance required)

### **Withdrawal Dates:**

The withdrawal due dates are typically established two weeks before the end of your class. No withdrawal will be processed after the withdrawal deadline. If the Project Advance office does not have the WD form on file prior to grades being entered, the instructor of record will have no alternative but to assign the grade that was earned.

Fall semester 2016 - 1/20/17

Spring semester 2017 - 5/19/17

After the official SU drop deadline the student has the option to withdraw from the SU course. A withdrawal form must be completed with the required signatures; it must be mailed or faxed to the Project Advance office. No refunds are issued and the parent/guardian remains financially responsible for any outstanding balance on the account. An email notification is generated to notify the parent, student and instructor that the withdrawal request has been officially processed.

Please note: Drop and Withdrawal Forms need to be scanned and emailed to Christine Signy at [csigny01@syr.edu](mailto:csigny01@syr.edu).

# SYRACUSE UNIVERSITY PROJECT ADVANCE DROP REQUEST FORM

**Form must be received in Project Advance office prior to the Fall 2016 drop date of 11/18/16.**

If you no longer wish to receive SU credit for the course(s) you have registered for, it is your responsibility, not the instructors, to submit the drop form before the deadline. No course will be dropped via email or telephone notification.

Today's Date \_\_\_\_\_ High School \_\_\_\_\_

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Date student dropped course \_\_\_\_\_

Please indicate reason below:

- Academic \_\_\_\_\_
- Financial (Financial Assistance Form available at: <http://supa.syr.edu/downloads>)
- College Not Accepting Credit Name of College \_\_\_\_\_
- Other \_\_\_\_\_

Student Signature \_\_\_\_\_

Email: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Email: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Email: \_\_\_\_\_

**Drop Form requires all three signatures**

## Return to

- Fax to: 315-443-1626
- Mail to: SU Project Advance 400 Ostrom Ave., Syracuse, NY 13244
- Scanned and emailed to [csigny01@syr.edu](mailto:csigny01@syr.edu)
- Email notification to be sent when the drop request has been officially processed

# SYRACUSE UNIVERSITY PROJECT ADVANCE

## Withdrawal Request Form

**According to Syracuse University policy, a student who wishes to withdraw from a Fall 2016 or yearlong course must do so by 1/20/17.**

If you wish to withdraw from the SU course(s) you have registered for, it is your responsibility, not the instructors, to submit the withdrawal form before the deadline. No withdrawal will be processed via email or telephone notification.

Today's Date \_\_\_\_\_ High School \_\_\_\_\_

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Date student dropped course \_\_\_\_\_

Please Note: A withdrawal form does not remove your financial responsibility to the University. Any outstanding balance would still need to be paid and no refunds will be processed.

Student Signature \_\_\_\_\_ Email: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Email: \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Email: \_\_\_\_\_

**Withdrawal Form requires all three signatures**

### Return to

- Fax to: 315-443-1626
- Mail to: SU Project Advance 400 Ostrom Ave., Syracuse, NY 13244
- Scanned and emailed to [csigny01@syr.edu](mailto:csigny01@syr.edu)
- Email notification to be sent when the drop request has been officially processed

Forms available on website – <http://supa.syr.edu>