

**TUSCULUM COLLEGE GRADUATE & PROFESSIONAL STUDIES
ADD/DROP FORM**

First Name Last Name (please print) Phone Student Number

Address: _____

GPS Student: Group Number: _____

Residential Student

Instructions: This form must be completed, signed and dated before submitting it to your academic advisor at the appropriate Tusculum College address listed below. Please see the current catalog for a complete listing of drop/add procedures and policies.

Greeneville Center (Northeast Region)
P.O. Box 5004
Greeneville, TN 37743
Fax: (423) 636-5087

-OR-

Knoxville Center (Southeast Region)
1305 Centerpoint Blvd
Knoxville, TN 37932
Fax: (865) 691-6391

ADD*

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates
<input type="checkbox"/> Audit (check box if course above is an audit: audit fee is required)					

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

DROP

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Course No.	Course Title	Group No.	Hours	Sem.	Start/End Dates

Please read the following and sign:

If I am receiving a student loan and/or grant monies, I understand that dropping the above course(s) may affect my enrollment status and cause a reduction in the monies awarded to me; in addition, **by adding courses, I understand that additional tuition charges may apply****. Please refer to the Student Handbook – "Role of the Student" & "Dropping & Adding Courses and the College Catalog—Payment Schedule" (page 16).

I authorize the above changes to my schedule:

Student's Signature

Date

Date Processed

Academic Advisor Signature

Notations

* Refer to the back side of this form for the *Registration Checklist*

Last Update: 7/21/2007

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** Refer to the back side of this form for an explanation of the procedures for *Method of Payment*

*Registration Checklist

- Complete, sign, and return drop/add form (Financial Aid recipients (federal pell grants, Stafford/Plus loans, state grants, etc..) are encouraged to contact the Office of Financial Aid **prior to dropping a course(s) or changing groups**. Any enrollment changes are reviewed and may result in a reduction or ineligibility of aid. Students are responsible for any balance due resulting in changes from the financial aid package. These reviews are in accordance with the Federal and/or State Guidelines surrounding each financial aid award.)
- If applicable, make payment (cash, credit card, check, employee voucher) to the Tusculum College Business Office. (Payment for the cost(s) of any course(s) that a student adds to their schedule after receiving their financial aid is solely their responsibility. Students should check with the Business Office to determine the amount due before deciding to complete this add form.)
- Obtain Class Representative contact information from your academic advisor and contact the Class Representative approximately 2 weeks prior to the start of the course for the course syllabus and assistance into a learning team
- Special Offering Courses:
 - Knoxville students: the syllabus for **special offering courses** is available at the student services desk approximately two weeks before the class starts
 - Greeneville, Morristown, & Tri-Cities students: the syllabus for **special offering courses** is e-mailed to students one to two weeks before the class starts
- Contact bookstore for the course textbook(s) at 1-800-729-0256

Remember - registration closes 1 week before the start of the course

**Method of Payment

- **PROMISE TO PAY STATEMENT**
 - Each student is required to sign a *Promise to Pay Statement*. This statement outlines the payment policy for Tusculum College and is effective for tuition, fees, and any additional charges that students may incur while enrolled at Tusculum College.
- **FINANCIAL AID STUDENTS**
 - Financial Aid recipients (federal pell grants, Stafford/Plus loans, state grants, etc..) are encouraged to contact the Office of Financial Aid **prior to dropping a course(s) or changing groups**. Any enrollment changes are reviewed and may result in a reduction or ineligibility of aid. Students are responsible for any balance due resulting in changes from the financial aid package. These reviews are in accordance with the Federal and/or State Guidelines surrounding each financial aid award.
 - **Payment for the cost(s) of any course(s) that a student adds to their schedule after receiving their financial aid is solely their responsibility. Students should check with the Business Office to determine the amount due before deciding to complete this add form.**
 - An annual FAFSA must be completed by February 15th for each upcoming year. Disbursements for a new academic year will not occur until after the beginning of each new semester.
 - Financial Aid recipients will not receive "official" grade reports until tuition charges for course(s) and any applicable miscellaneous fees are paid in full.
- **INSTALLMENT NOTES** (Students who are paying "out-of-pocket" for courses)
 - The first course of each new semester and any applicable miscellaneous fees are due no later than 2 weeks prior to the start of class to avoid a late payment fee. Tuition for each additional class in the semester is due no later than 1 week prior to the start of class to avoid late fees.
 - Students will not receive "official" grade reports until the tuition charges for course(s) and any applicable miscellaneous fees are paid in full.
- **HOW TO MAKE PAYMENTS**
 - On-line at www.tusculum.edu , and click Online Payments
 - By phone: Greeneville Campus 1-800-729-0256, ext.5060 or Knoxville Center 1-800-729-0116
 - By mail to: Business Office, Tusculum College, PO Box 5100, Greeneville, TN 37743
 - In person: Greeneville Campus Business Office (McCormick Hall), or the Knoxville Center Student Services Desk (room 111)
- **EMPLOYER ASSISTANCE VOUCHERS**
 - It is important that students receiving tuition assistance through a voucher program maintain contact with the Financial Aid Office and Business Office in order to ensure that account balances are current.