



NYU

**SCHOOL OF
PROFESSIONAL STUDIES**

Office of Noncredit Student Services

7 East 12th Street, Room 923
New York, NY 10003

P: 212-998-7150

F: 212-995-3060

sps.nyu.edu/professional-pathways

Noncredit Course Drop Request Form

Full Name: _____

Email: _____

Date (today): _____ Student ID (N ID): _____

Course number to drop #1: _____

Course number to drop #2: _____

Course number to drop #3: _____

Semester: _____

Reason:

Refund Policy

Refunds are computed based upon the date and time the written or electronic notice of withdrawal is received by the Office of Noncredit Student Services. In addition, refunds for non-degree courses and seminars are based upon the number of class sessions for the course that have met between the time of registration and withdrawal. For noncredit courses (containing the designation CE) and seminars (containing the designation CS), the refund schedule is as follows:

Prior to the first session-100% refund.

For courses with six or more sessions-75% refund if the student withdraws before the third scheduled session.
No refund thereafter.

For courses with four or five sessions-60% refund if the student withdraws before the third scheduled session.
No refund thereafter.

For courses with one to three sessions-no refund is given after the first scheduled session.

If you have any questions or concerns regarding your withdrawal from this course and/or wish to register for another course, please contact the SPS Office of Noncredit Student Services at **212-998-7150** or email sps.drop.course@nyu.edu.