



**NYU**

**SCHOOL OF  
PROFESSIONAL STUDIES**

**Office of Continuing Education Student Services**

7 East 12th Street, Room 923

New York, NY 10003

**P:** 212-998-7150

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[sps.nyu.edu/professional-pathways](http://sps.nyu.edu/professional-pathways)

## Continuing Education Course Add/Drop Request Form

(This form is to be used to add and/or drop courses)

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ NYU N# (ie. N12345678): \_\_\_\_\_

**Please list below the course name, number and section of the course(s) you would like to add and/or drop.**

Term/Year: \_\_\_\_\_

Course to add #1: \_\_\_\_\_ Course to drop #1: \_\_\_\_\_

Course to add #2: \_\_\_\_\_ Course to drop #2: \_\_\_\_\_

Course to add #3: \_\_\_\_\_ Course to drop #3: \_\_\_\_\_

Reason (optional):

### Refund Policy

Refunds are computed based upon the date and time the written or electronic notice of withdrawal is received by the Office of Continuing Education Student Services. In addition, refunds for continuing education 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 continuing education courses (containing the designation CE) and seminars (containing the designation CS), the refund schedule is as follows. Please note the \$20 registration fee is nonrefundable.

- Prior to the first session: 100% refund.
- For courses with six or more sessions: 75% refund if the student withdraws prior to the third scheduled session. No refunds thereafter.
- For courses with four or five sessions: 60% refund if the student withdraws prior to the third scheduled session. No refunds thereafter.
- For courses with one to three sessions: No refunds are given after the first scheduled session.

If you have any questions or concerns regarding withdrawing from and/or adding courses, please contact the SPS Office of Continuing Education Student Services at 212-998-7150 or email [sps.drop.course@nyu.edu](mailto:sps.drop.course@nyu.edu).