

CREDIT SCHEDULE FORM



HARFORD COMMUNITY COLLEGE
401 Thomas Run Road
Bel Air, MD 21015
443-412-2222

FAX: 443-412-2169 • www.harford.edu/registration

Notes: OK to register for _____ credits
 Remove ENG 101 Hold
 SAA

(Check one) FALL
 WINTER
 SPRING
 SUMMER

Advisor/Instructor/Dean Signature _____

Comments: _____

PLEASE PROVIDE ALL INFORMATION BELOW:

Student HCC ID#: _____ Name: _____
LAST FIRST MI

Address: _____
STREET CITY STATE ZIP COUNTY

Phone: _____
HOME CELL WORK

OFFICE USE ONLY	CRN NUMBER	COURSE TITLE	CHECK IF *AUDIT	NUMBER OF CREDITS

ALTERNATIVE COURSE(S) IF FIRST CHOICE(S) CLOSED

OFFICE USE ONLY	CRN NUMBER	COURSE TITLE	CHECK IF *AUDIT	NUMBER OF CREDITS

CLASSES DROPPED - NO REFUND AFTER REFUND PERIOD ENDS

* No credit awarded

D R O P	OFFICE USE ONLY	CRN NUMBER	COURSE TITLE	D R O P	OFFICE USE ONLY	CRN NUMBER	COURSE TITLE

Check if senior citizen (60 years or older)

I assume responsibility for the above information, registration and/or changes. In addition, should my registration charges become delinquent and sent to collections, I will be responsible for the collection costs.

X _____
 STUDENT'S SIGNATURE DATE

Payment, refund, late fee and withdrawal policies are listed on back of this form

R&R OFFICE USE ONLY	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> FA <input type="checkbox"/> Facts	CASHIER USE ONLY
Registered by: _____	Tuition _____	Total Due _____
Date Processed: _____	Student Fee _____	Amount Paid _____
	Course Fee _____	Balance Due _____
	Late Fee _____	

PAYMENT POLICY

Payment for classes is due by the tuition due date or your classes will be cancelled. Check OwlNet or contact the Cashier's office, 443-412-2208, to verify current payment deadlines.

If you are a Financial Aid recipient and have received an award letter, your financial aid award will automatically be applied to your account.

All students, including financial aid recipients, must officially drop courses prior to the published 100% refund date or be held responsible for tuition & fees.

There is a \$35.00 charge for checks returned due to insufficient funds. Delinquent accounts due to the College will be sent to a collection agency. The agency will apply a collection fee, which you must pay in addition to the balance due to the College. If you have an outstanding balance, you will not be allowed to register, and transcripts, grade reports and diplomas will not be issued until the obligation is resolved.

REFUND POLICY

Refunds will be granted to students who drop their credit classes according to the following policy:

REFUND OF TUITION

Length of Term	100% Refund	No Refund
13 Weeks through 15 Weeks	if official drop occurs within eight (8) calendar days from session start date (not first class meeting)	after the eighth (8th) calendar day of semester
9 Weeks through 12 Weeks	if official drop occurs within five (5) calendar days from session start date (not first class meeting)	after the fifth (5th) calendar day of semester
4 Weeks through 8 Weeks	if official drop occurs within three (3) calendar days from session start date (not first class meeting)	after the third (3rd) calendar day of semester
Less than 4 Weeks inclusive	if official drop occurs by the end of the first (1st) day of session (not first class meeting)	after the first (1st) day of the semester

Refunds will be disbursed approximately four weeks from the date of withdrawal. Students receiving any type of financial aid should check with the Financial Aid Office prior to withdrawing from courses.

LATE FEE

Students who register for the first time on or after the first day of the semester, term or session for which they are registering will be charged a nonrefundable late fee.

WITHDRAWAL

In order to withdraw from classes after the official refund deadline, students must complete and submit a Credit Schedule Form to the Registration and Records Office or withdraw online via OwlNet. The symbol W will appear on a student's record if the following withdrawals take place:

1. A student withdraws after the refund deadline and by the official withdrawal deadline.
2. The College withdraws a student who has been identified by the official withdrawal deadline as never attending the class.
3. An instructor and the academic dean may approve a student's request for a withdrawal after the official withdrawal deadline but before the last day of the semester for documented extenuating circumstances.