2016 Course Registration Changes and Summer School Housing Cancellation Form

Students who cannot make changes online must use this form to change credit status, drop a course for a full or half tuition refund, withdraw from a course, or cancel Summer School housing. See the Calendars at summer.harvard.edu for all registration and housing deadlines.

Print all information requested and sign and date the bottom of the form. If your mailing or e-mail address has changed since Summer 2016 course registration, please update the information online. Note: students who drop or withdraw from all their courses in a session are no longer eligible for Summer School housing in that session.

Special Program students. Students who are enrolled in one of the following programs must obtain the signature of their program director for all course registration changes.

Program:  ❑ Pre-College Program  ❑ Secondary School Program  ❑ Ukrainian Institute

Program director’s signature  ________________________________  Date  ______________

International students with an I-20 certificate issued by Harvard Summer School must remain registered full time (8 credits in the 7-week session; 4 credits in a 3-week session) to maintain F-1 visa status, and must obtain Registrar’s Office approval to drop or withdraw from any courses.

Registrar’s Office signature  ________________________________  Date  ______________

❑ I wish to drop/withdraw from all my courses. If I am living in Summer School housing, I understand my housing will be cancelled.

❑ I wish to make the course registration changes as indicated below:

In the TYPE OF CHANGE column, write ADD, CREDIT STATUS CHANGE, DROP, OR WITHDRAW. Copy information for each course as it appears in the website course description, or in View Course Schedule in the Course Registration and Schedule section of your online account. If you are changing credit status, write the code (NC, UN, GR) for the status to which you are changing.

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<th>Type of change (see above)</th>
<th>5-digit course number</th>
<th>Subject</th>
<th>Subject number</th>
<th>Course title (and section number, if applicable)</th>
<th>Credit status (NC, UN, GR)</th>
<th>Balance</th>
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Payment* or refund due $ |

* Include Payment Form P only if payment is required

ON-CAMPUS HOUSING CANCELLATION

❑ I wish to cancel Summer School housing.

Secondary School Program students
Students who are enrolled in the Secondary School program must obtain the signature of the program director.

Program director’s signature  ________________________________  Date  ______________

Student Signature. I certify that all of the above information is true and complete to the best of my knowledge.

Student signature  ________________________________  Date  ______________
2016 Course Registration Changes and Summer School Housing Cancellation Payment Form

If your change requires a payment, this form must be submitted with the Course Registration Changes and Summer School Housing Cancellation Form before your change can be processed.

Please clearly print all information

DCE ID NUMBER or HARVARD ID NUMBER

(see summer.harvard.edu/login if unsure)

DATE OF BIRTH example: \[\text{Month} \quad \text{Day} \quad \text{Year}\]

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)

Last/Family/Sur name(s) First/Given name(s) Middle name(s)

STUDENT PRESENT MAILING ADDRESS (number, street, and apartment number)

Street and number

City State/Province Zip/Postal code

Country (if other than US) Telephone number (including area/country code) Cell phone number (including area/country code)

Student's personal and unique e-mail address. Please provide only one e-mail address.

Payment type (check one):

- Credit card (see below)
- Personal check*
- Investment/Trust fund check*
- Third-party check*
- Money order*

* Please make checks payable to Harvard University. Include student's name and date of birth on check.

Payment by Credit Card

You must complete all of the following sections before your registration can be processed.

AUTHORIZATION

You must check the authorization box and enter the amount to be charged.

- I authorize Harvard University to charge my credit card in the amount of \$________________.

CARD

- Visa
- MasterCard
- American Express
- Discover

CARD NUMBER

EXPIRATION DATE example: \[\text{Month} \quad \text{Year}\]

SECURITY CODE†

The credit card security code is found either on the back of the card, as the last three digits printed on the signature strip, or, for American Express, as a four-digit code found on the front of the card, above and to the right of the credit card number.

I certify that all of the above information is true and complete to the best of my knowledge.

Signature ___________________________ Date ______________