SIT SCHOOL FOR INTERNATIONAL TRAINING

Registrar Add / Drop Form

School for International Training • 1 Kipling Road, PO Box 676 • Brattleboro, VT 05302-0676 USA
Office of the Registrar • registrar@sit.edu • Tel 802 258-3582 • Fax 802 258-3470

Undergraduate Virtual Language and Virtual Internship Course Drop Policy

An Add/Drop period is only available for Virtual Language and Virtual Internship programs. The Add/Drop period is seven calendar days, including and following the course start date.

To **Drop** a Virtual Language or Virtual Internship program, the student must submit a signed and dated **Add / Drop Form** to the SIT Registrar (registrar@sit.edu) within the seven-day Add/Drop period. Drops made during the seven-day Add/Drop period will be eligible for a tuition refund minus the non-refundable course deposit. A dropped course does not appear on the student's transcript.

Name: _____   SIT Student ID: _____

Email: _____   Telephone: _____

Semester/Year: _____   Home Institution: _____

Program Title: _____   Program Start: _____

Signature: _____   Date: _____

Course to Drop

Course Code: _____   Academic Director: _____

Course Title: _____

Students who **Withdraw** from a Virtual Language or Virtual Internship program after the Add/Drop period are not eligible for a refund, although an exception may be made if there is a documented medical emergency with the Office of Student Health, Safety & Well-Being. The course from which a student has withdrawn will appear on the student's transcript with a final grade of W.

To **Withdraw** from a course, please use the Withdrawal / Early Leave / Temporary Leave Waiver Form.