

Add/Drop/Refund Form

Date _____ FIT student ID number: @ _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Phone _____

CHANGE: DROP

Please complete this form and mail or fax to:

 Fashion Institute of Technology
 Precollege Programs
 Seventh Avenue at 27 Street
 Room D130
 New York City 10001-5992

Fax: 212 217.7964

| CRN | Course | Section | Time |
|--------------|---------|---------|---------|
| EXAMPLE 2059 | HAP 026 | A | 9:30 am |
| | | | |
| | | | |

CHANGE: ADD

| CRN | Course | Section | Time |
|--------------|---------|---------|---------|
| EXAMPLE 2059 | HAP 026 | A | 9:30 am |
| | | | |
| | | | |

Note: If the cost of the course(s) you are adding is greater than the cost of the course(s) you are dropping, please submit payment immediately for the additional amount. If the cost is less, we will issue a refund for the difference.

WITHDRAWAL/REFUND

| CRN | Course | Section | Time |
|--------------|---------|---------|---------|
| EXAMPLE 2059 | HAP 026 | A | 9:30 am |
| | | | |
| | | | |

How did you pay? Did not pay Check Money order Visa MasterCard American Express Discover

Account # _____ Card Expiration Date _____

Cardholder's signature _____

Withdrawal/Refund Schedule

Refunds are calculated from the date we receive the form. Withdrawals cannot be processed by phone.

- | | |
|---|---|
| <input type="checkbox"/> FIT cancelled the course | Refund: 100% including registration fee |
| <input type="checkbox"/> Withdrawal prior to the last day of registration | Refund: 100% of course fee, exclusive of registration fee |
| <input type="checkbox"/> Withdrawal prior to the first scheduled class | Refund: 75% of course fee, exclusive of registration fee |
| <input type="checkbox"/> Withdrawal prior to the second schedule class | Refund: 50% of course fee, exclusive of registration fee |
| <input type="checkbox"/> Withdrawal thereafter | No refund |

Note: The registration fee is not refundable. Refund processing generally takes four to six weeks.