

Self-Paced Online Course Drop/Transfer Request

Complete the fields below and then submit the form using the information below. (If needed, obtain a UT EID at www.utexas.edu/eid.)

Student Information – Print or Type

| | | | |
|--------------------------------------|-------|-------|--------|
| UT EID: | | | |
| Date of Birth: / / | | | |
| Name: | | | |
| Last | First | M.I. | |
| Address: | | | |
| Street | | | Apt. # |
| City | | State | ZIP |
| Email: | | | |
| Phone: () () | | | |

Student Acknowledgement

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| <p>I understand that I will only receive a refund (course fee minus a \$95 administrative fee) for my self-paced online course if I submit my drop request within the first 15 days of enrollment. I understand that all transfer requests must be made within the first 15 days of enrollment and are subject to the director's approval; that transfers can only be made between self-paced courses; that a \$50 administrative fee will be assessed on approved transfers; and that if the course fee is higher, UEX will charge my credit card for the difference, and if the course fee is lower, I will be refunded the difference.</p> |
| Student's Signature (Required): |
| Date: |

Course Drop/Transfer Request

| Course Prefix & Number | Course Title | Request |
|------------------------|--------------|---|
| | | <input type="checkbox"/> Drop <input type="checkbox"/> Transfer To (e.g. ACC 310F): _____ |
| | | <input type="checkbox"/> Drop <input type="checkbox"/> Transfer To (e.g. ACC 310F): _____ |
| | | <input type="checkbox"/> Drop <input type="checkbox"/> Transfer To (e.g. ACC 310F): _____ |

Course prefix, number, title and cost are detailed in the course listing on our website (extendedcampus.utexas.edu/uex).

Reason:

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Contact Information

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| <p>Mail: University Extension P.O. Box 7637 Austin, TX 78713-7637</p> | <p>Drop off: University Extension Development Office Bldg. 2901 North IH-35, Suite 2.200 Austin, Texas 78722</p> | <p>Email: Scan and send as an email to uex@austin.utexas.edu. Be sure to include "Course Drop/Transfer Request" in the Subject Line.</p> | <p>Phone: (512) 471-2900</p> <p>Fax: (512) 471-2905</p> | <p>Web: extendedcampus.utexas.edu/uex</p> |
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