

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

<p>I understand that I will only receive a refund (course fee minus a \$150 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 (extension.utexas.edu).

Reason:

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Contact & Submission Information

<p>Address: University Extension The University of Texas at Austin UTA Building, Suite 2.408 1616 Guadalupe Street Austin, TX 78701</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: extension.utexas.edu</p>
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