

Semester Course Drop/Transfer Request

Complete the fields below and then submit the form using the information below.

Student Information – Print or Type

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

Policies & Deadlines

Calendar: Refer to University Extension's semester calendar at extension.utexas.edu/resources/calendar for relevant dates.

Refunds: A \$150 administrative fee is assessed when dropping a course and requesting a full refund. No refunds will be given after the deadline listed in the calendar on the UEX website unless the class is cancelled.

Deadlines: You may only use this form up until the *last day to drop a course with no signatures required*. Drop/transfer requests received after this date will not be accepted, and students will be required to submit a **Petition to Drop a University Extension Course** with appropriate signatures by the deadline noted on the UEX Calendar.

Student Acknowledgement

All transfer requests are subject to approval and fees may apply.

I understand there is an administrative fee when dropping during the deadlines stated in the UEX Calendar.

I understand that if there is a cost difference in a transfer course, payment is due at the time the request is made.

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 for drop or transfer:

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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