



YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE  
 13315 WEST WASHINGTON BLVD. ■ LOS ANGELES ■ CALIFORNIA ■ 90066  
 TEL 310.577.3000 ■ FAX 310.577.3033 ■ WWW.YOSAN.EDU

## ADD / DROP FORM

**\$20 CHARGE FOR EACH TRANSACTION AFTER THE SECOND WEEK OF THE TRIMESTER**

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY

COURSE #	COURSE TITLE	COURSE INSTRUCTOR	UNITS	ADD / DROP	WEEKS	CHARGE (+) OR REFUND (-)	ADD/DROP FEE
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**\* ADDING A CLASS**

Add deadline is before the 3rd class of a 15-week course (2nd week of trimester) or before the 2nd class of a 7-week course (1st week of trimester). Students adding a course pay the full amount of the course regardless of the date the course is added. Please make sure class is not full before adding.

**\*\*DROPPING A CLASS**

Drop deadline is before the 7th class of a 15-week course (6th week of trimester) or before the 3rd class of a 7-week course (2nd week of trimester). Students who drop a course are entitled to a pro-rated refund up to 75% of course duration. Refunds are given by check a week to ten days after the end of the Drop period or refund is given as a credit to outstanding balances. Financial aid eligibility will be affected if enrolled units are less than eight (8). For students on financial aid, tuition refunds will be sent directly back to the lender if enrollment drops below 8 units.

BY TYPING MY NAME BELOW SIGNIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO ALL ADD/DROP POLICIES LISTED HERE AND IN THE STUDENT HANDBOOK.

STUDENT E-SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE USE ONLY

REGISTRAR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_