Tysons Corner Campus,
8117 Leesburg Pike, Suite 201
Vienna, Virginia. 22182
Tel: (571) 633-9651
Fax: (703) 229-8265
www.uona.us

Registration/Add/Drop Form

Registration ☐ **Add Course** ☐ **Drop Course** ☐

Continuing Student ☐ **New Student** ☐

Term: **Fall** ☐ **Winter** ☐ **Spring** ☐ **Summer** ☐ **Student ID #** _____

Mr./Ms/Mrs. _____ _____ _____
Family Name | First name | Middle Initial

Address _____ _____ _____ _____
Number and Street | City | State/Province | Zip Code

_____ (____) _____ (____) _____
Student E-mail address | Home Telephone Number | Work Telephone Number

CREDIT COURSES				
Course Number	**Course Title**	**Credits**	**Day**	**Time**
NON–CREDIT COURSES				
Course Number	**Course Title**		**Day**	**Time**

Tuition per credit hour - Master's degree programs $ 550.00

Tuition per credit hour - Doctoral degree program $ 650.00

Directed Research course fee in addition to tuition $ 200.00

Tuition paid $_____

Tuition Refunded $_____

_____ _____
Business Office **Date**

_____ _____
Student's Signature **Date**

_____ _____
Advisor's Signature **Date**

TUITION REFUND POLICY: Students who withdraw before the completion of the term will be charged for tuition in accordance with the policies stated below:

1. If an enrolled student cancels, by written notice his or her enrollment following the three day Cancellation Period but prior to the first day of the semester for which application was made, all tuition monies paid will be refunded less a $100.00 withdrawal fee.
2. A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
3. A student who enters a school but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
4. A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.

COURSE TRANSFER POLICY: Students may change courses for no additional fee if an ADD/DROP form is submitted prior to the first class. After the first class and before the second class, a course change fee will be charged. Courses may not be changed after the second class.

COURSE WITHDRAWAL POLICY: In order to drop a class, students must submit an ADD/DROP form or a grade of "F" will be posted.

White: Registrar's Office **Yellow: Business Office** **Pink: Student Copy**