

**United States Sports Academy**  
**1 Academy Drive, Daphne AL, 36526**  
*Phone: (251) 626-3303 Fax: (251) 625-1035*  
*registrar@ussa.edu*

**DROP/ADD & WITHDRAWAL REQUEST FORM**

**INSTRUCTIONS:** To request a drop or withdrawal, you must complete, sign, and submit this form to the Registrar's office. This form may be emailed, faxed, mailed, or hand delivered. Changes to your registration will not become effective until the completed and signed form has been received and processed by the Registrar's office. The amount of tuition refund will be pro-rated per the Academy's tuition refund policy.

Tuition Refund Schedule		
FastTrack	Lifestyle	Internship
1-7 Days: 100%	1-7 days: 100%	1-5 days: 100%
8-14 Days: 50%	8-18 days: 90%	6-25 days: 95%
15-21 Days: 40%	19-29 days: 50%	26-60 days: 50%
After 21 Days: 0%	30-38 days: 25%	61-125 days: 25%
	After 38 days: 0%	After 125 days: 0%

Are you receiving Financial Aid?  Y  N

**PLEASE NOTE:** Changing from full-time to part-time status or from part-time to full-time status may significantly affect your financial aid. It is your responsibility to contact the Financial Aid office (financialaid@ussa.edu) prior to dropping or withdrawing from courses for information concerning the financial implications of your proposed change.

Name	Student ID	Date
Street Address	City	State
Zip	Phone Number	Email

**NOTE:** If this form is submitted within the first 7 days of class, it will be processed as a drop. If submitted after 7 days, it will be processed as a withdrawal.

**COURSES TO BE DROPPED/WITHDRAWN**

Course Number	Course Title	Term (FA, SP, SU)

Reason(s) for drop or withdrawal:

Are you withdrawing from the institution?  Y  N

**COURSES TO BE ADDED (drop/add only)**

Course Number	Course Title	Term (FA, SP, SU)

Student Signature \_\_\_\_\_

Registrar Signature \_\_\_\_\_