

GNTC Drop/Add Form

Students dropping courses during the first three consecutive instructional days from the first day of the term will receive 100% refund of tuition/fees paid. See the Financial Aid Office for more information.

Student ID# or Social Security# _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Major _____ Semester: ___ Fall ___ Spring ___ Summer Year _____

Dropping courses may adversely affect your financial aid for the current or future semesters possibly including, but not limited to your having to return funds to the college. We recommend that you discuss your status with your financial aid counselor prior to making your decision on whether to drop a course.

Drop

CRN _____ Subject _____ Course # _____ Course Name _____

CRN _____ Subject _____ Course # _____ Course Name _____

CRN _____ Subject _____ Course # _____ Course Name _____

CRN _____ Subject _____ Course # _____ Course Name _____

Add

*Instructor approval is required if class if closed

CRN _____ Subject _____ Course # _____ Course Name _____ *Approval _____

CRN _____ Subject _____ Course # _____ Course Name _____ *Approval _____

CRN _____ Subject _____ Course # _____ Course Name _____ *Approval _____

CRN _____ Subject _____ Course # _____ Course Name _____ *Approval _____

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return this form in one of the following ways: Fax to 706-295-6944 or 706-764-3707, deliver/mail to a Student Help Center listed below. Call 866-983-4682 if you have any questions or visit our [GNTC](http://www.gntc.edu) website if you have any questions.

Catoosa County; 120 College Park Drive; Ringgold, GA 30736

Floyd County; One Maurice Culberson Drive; Rome, GA 30161

Gordon County; 1151 Highway 53 Spur SW; Calhoun, GA 30701

Polk County; 466 Brock Road; Rockmart, GA 30153

Walker County; 265 Bicentennial Trail; Rock Spring, GA 30739

Whitfield Murray County; 2310 Maddox Chapel Road; Dalton, GA 30721



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