

ADD/DROP FORM 加退選表格

Year : _____	Semester : _____	Program 科系 : _____
Student Name: _____		學生姓名 : _____
		SID# 學號 : _____
(以上欄位資料請填寫清楚，以免延誤或被退回，以下課程務必註明，是要加課還是退課，實體還是線上課程)		

Campus	Add credit 加學分	Drop credit 減學分	Course # 課號	Course name/ Description 中/英文課名	Primary Faculty 授課老師
LES	+2		APS541	護教學 Apologetics (實體課)	好老師 Dr. Hao
LES-Syn		-2	APS541-S	護教學 Apologetics -Synchronous (同步課)	好老師 Dr. Hao
Main campus 加州校本部實體課程					
LES					
LES					
LES					
LES Online Synchronous Class 加州校本部線上同步課程 - S					
LES-Syn					
LES-Syn					
LES-Syn					
Chicago Campus course 芝加哥分校課程 - O					
Chicago					
Chicago					
Chicago Online Synchronous Class 芝加哥分校線上同步課程 - S					
IL-Syn					
IL-Syn					
E-CAMPUS online course - 網路課程 (非同步) - EL					
E-Campus					
E-Campus					
Others /Th.M. /Ph.D. 其他課程					

Student Signature 學生簽名與日期 : _____	Date : _____
submit form to registration@les.edu	
Office Use :	
加/ 退合計 () 學分	Tuition Fee :
Total Charge/Credit :	Received by :
	Other Fee :
	Date :
逾期加退課手續費\$30 will be charged on your Populi account (請看註冊須知)	
Administration fee is non-refundable after the registration period.	

Tuition Refund for Master/PhD semester courses : (學期課程)			
Friday of the 1th week	100%	Friday of the 7th week	40%
Friday of the 3rd week	80%	After the 7th week	0%
Friday of the 5th week	60%	自第8 週起退課, 有學籍紀錄W/P 或 W/F	

Tuition Refund for Master Intensive courses : (密集課程)			
End of the first class	100%	End of the third class	60%
End of the second class	80%	After of the third class	0%