

Not So Fast, Don't Drop That Class!

Check Your Tuition Liability First!

<http://www.albany.edu/studentaccounts/liability.php>

Withdrawing or dropping a course may result in partial or full tuition and fee liability
even if you don't attend a single class.

FALL 2015: Semester Courses		FALL 2015: 8 Week 1 Courses		FALL 2015: 8 Week 2 Courses		Wintersession 2016	
First Day of Class Wed, 08/26/15		First Day of Class Wed, 08/26/15		First Day of Class Wed, 10/21/15		First Day of Class Mon, 12/21/15	
Drop Dates	Liability	Drop Dates	Liability	Drop Dates	Liability	Drop Dates	Liability
08/26 - 09/01	0%	08/26 - 09/01	0%	10/21 - 10/27	0%	12/21 - 12/22	0%
09/02 - 09/08	30%	09/02 - 09/08	60%	10/28 - 11/03	60%	12/23 - 12/27	50%
09/09 - 09/15	50%	09/09 - 09/15	80%	11/04 - 11/10	80%	As of 12/28	100%
09/16 - 09/22	70%	As of 09/16	100%	As of 11/11	100%		
As of 09/23	100%						
SPRING 2016: Semester Courses		SPRING 2016: 8 Week 1 Courses		SPRING 2016: 8 Week 2 Courses			
First Day of Class Wed, 01/20/16		First Day of Class Wed, 01/20/16		First Day of Class Thurs, 03/10/16			
Drop Dates	Liability	Drop Dates	Liability	Drop Dates	Liability		
01/20 - 01/26	0%	01/20 - 01/26	0%	03/10 - 03/16	0%		
01/27 - 02/02	30%	01/27 - 02/02	60%	03/17 - 03/23	60%		
02/03 - 02/09	50%	02/03 - 02/09	80%	03/24 - 03/30	80%		
02/10 - 02/16	70%	As of 02/10	100%	As of 03/31	100%		
As of 02/17	100%						

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See the reverse side for policy explanations and definitions.

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Not So Fast, Don't Drop That Class!

Withdrawing or dropping a course may result in partial or full tuition and fees liability even if you don't attend a single class.

Swapping

If you drop a course(s) and replace the course(s) with another degree-applicable course of the same credit value within the same session and during the two-week drop/add period, there will be no change to your charges and/or financial aid.¹

Dropping Without Swapping

If you drop a course(s) and are enrolled in less than 12 credits after the drop, you may be liable for charges associated with the dropped course(s). See liability chart on reverse side.²

Withdrawing From UAlbany

Withdrawing is cancelling your registration for ALL courses for an entire semester or leaving the University altogether.²

If you decide to formally withdraw from the University, you must DROP all courses on MyUAlbany AND contact the appropriate office below related to your academic status. Simply dropping courses on MyUAlbany or non-attendance does not constitute an official withdrawal.

New Undergraduate Students: Before classes start, Office of Undergraduate Admissions, (518) 442-5435.

Undergraduate Students: Office of Undergraduate Education to complete a Withdrawal Form, (518) 442-5821.

Graduate Students: Office of Graduate Education, graduate@albany.edu and academic department.

International Students: Office of International Student & Scholar Services, (518) 591-8189.

General Studies/Visiting Students: Office of General Studies, (518) 442-5140.

¹ Excluding repeat courses.

² IMPORTANT NOTE: Dropping/withdrawing may result in partial or full tuition and fees liability and/or a reduction or cancellation of your financial aid such as PELL, TAP, Stafford loans, etc. Review **Effects on Tuition, Fees and Financial Aid** at www.albany.edu/studentaccounts/liability.php, and if necessary, consult with the Student Financial Center prior to dropping or withdrawing to learn how your enrollment affects your awards, and see the reverse side for financial liability dates.

See the reverse side for 2015-2016 Liability Dates.

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