



Graduate Program

COURSE ADD/DROP/WITHDRAWAL FORM

TO BE COMPLETED BY THE STUDENT

| | | |
|---|--------|--|
| Student's Name: | | PI Student ID (9 digits): |
| Sponsorship: <input type="checkbox"/> Personal <input type="checkbox"/> PI: <input type="checkbox"/> Employee <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Company | | Company: |
| Degree: <input type="checkbox"/> M.Eng <input type="checkbox"/> M.Sc <input type="checkbox"/> PhD | Email: | Mobile Phone: |
| Major: <input type="checkbox"/> Chemical Engineering <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Petroleum Engineering <input type="checkbox"/> Petroleum Geosciences | | |
| Semester Joined the Graduate Program: <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year: _____ | | Student Type: <input type="checkbox"/> Part time Graduate Student <input type="checkbox"/> Full time Graduate Student |

COURSE LISTING

| SN | Course Code | Section | Course Title | Credit Hours | Add/Drop/Withdrawal |
|----|-------------|---------|--------------|--------------|--|
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |
| | | | | | <input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdrawal |

Updated total number of registered credit hours: _____

Refund Policy

The PI add/drop and withdrawal dates will be used for tuition fee adjustment as follows. Please refer to the Academic Calendar for the dates on http://www.pi.ac.ae/PI_ACA/pgp/calendar.php.

| Date | Refund |
|--|--------|
| Before classes begin | 100% |
| Before add/drop ends | 70% |
| Before last day to withdraw from a course with a "W" | 30% |
| After last day to withdraw from a course with a "W" | None |

FOR THE STUDENT

FOR THE ACADEMIC ADVISOR

| | |
|----------------------------|----------------------------|
| Comments (if any): | Comments (if any): |
| Signature _____ Date _____ | Signature _____ Date _____ |

Please return to the Registrar's Office upon completion