

ALPS Course Change Request Form

ALPS reserves the right to handle all course change requests on an individual basis. Please be aware that refunds of any payments received by ALPS are not guaranteed. Registration changes may also incur additional charges to cover expenses ALPS has incurred. Permission must be granted by the course instructor before any student may ADD into their course. To DROP a course, the instructor must be notified. If there is a problem that needs to be addressed in any course or with any instructor, do not hesitate to bring this problem to a committee member's attention. We cannot help solve any problem we are not aware exists. This form must be completed and submitted before any change may be implemented. The responsibility of paperwork completion and submission rests solely on the parent/guardian of the student and not on any ALPS teacher or committee member. Follow each STEP below to submit your request. If you have any questions, please contact Kim Travis 717-375-2662 or ktravis476@aol.com.

STEP 1 Complete chart. PLEASE PRINT.

STEP 2 Secure course instructor's initials whether ADDING or DROPPING.

Student Name (registration <u>must</u> be current)	Course Title	Requested Action (Circle One)	Course Instructor's Initials	Date
		ADD DROP		/ /
		ADD DROP		/ /
		ADD DROP		/ /
		ADD DROP		/ /
		ADD DROP		/ /
		ADD DROP		/ /
		ADD DROP		/ /

STEP 3 Immediately secure Student Coordinator's Signature. (Kim Travis is available the entire ALPS day.)

Signature	Date / /
-----------	----------

STEP 4 Mail completed form to treasurer:

Terri Sue Taylor, 2985 Leitersburg Road, Waynesboro, PA 17268

Form must be postmarked within 7 days of Student Coordinator's signature or a \$25 fee will be assessed.

STEP 5 After STEPS 1-4 are completed, you may implement your requested course change. NOT BEFORE. Tuition adjustments should appear on the next billing statement. Please allow 6-8 weeks.

<u>ALPS USE ONLY</u>	Initials	Date
Treasurer's Initials		/ /
Teacher Coordinator's Initials		/ /
Textbook Coordinator's Initials		/ /

STEP 1 – Secure teacher’s initials for any course changes.

Student name: _____ Phone number: _____

Course withdrawing from: _____ Teacher initial: _____ Date: _____

Course withdrawing from: _____ Teacher initial: _____ Date: _____

Course withdrawing from: _____ Teacher initial: _____ Date: _____

Course withdrawing from: _____ Teacher initial: _____ Date: _____

(If you are transferring to another course)

Course transferring to: _____ Teacher initial: _____ Date: _____

Course transferring to: _____ Teacher initial: _____ Date: _____

Course transferring to: _____ Teacher initial: _____ Date: _____

Course transferring to: _____ Teacher initial: _____ Date: _____

STEP 2 – Secure Student Coordinator’s signature.

Kim Travis (Student Coordinator): _____ Date: _____

STEP 3 – Mail form to Treasurer. Form must be received within one week of the Student Coordinator’s signature or a \$50 fee will be assessed.

Terri Sue Taylor, 2985 Leitersburg Rd., Waynesboro, PA 17268

ALPS USE ONLY:

Treasurer’s Signature: _____ Date: _____

Teacher coordinator’s signature: _____ Date: _____

Textbook coordinator’s signature: _____ Date: _____

Administrator’s signature: _____ Date: _____