

Deletion Request

USE THIS FORM IF YOU ARE REQUESTING A DELETION OF UNDERGRADUATE-LEVEL COURSES, CHARGES AND FEES*

Please read carefully before completing form.

- Requests may require attendance verification or other documentation.
- Documentation from departments, employers, healthcare providers, etc. must be on official letterhead.
- "Last Date of Attendance" forms must be completed by the instructor and stamped by the department.
- A request is not considered complete until form is completed and required documentation is received.
- Completed requests will be reviewed by a dean in the Dean of Students office. Please allow 5-10 business days for notification of decision. Incomplete requests or missing documentation will delay processing. Deletion of courses in which grades were posted requires additional time for processing.
- If you have had charges or fees dropped by this office in previous semesters, your request is unlikely to be approved.
- Course deletions may impact financial aid. You may be required to read and sign a "Financial Aid Withdrawal Information" form or discuss your request with a Financial Aid representative.
- Approval of your request will not necessarily result in removal of stops placed on your record. You are responsible for any other charges and fees you incur.

*Student Activity, Technology and Consolidated Services fees are non-refundable. Application fees of any kind are non-refundable regardless of whether a student chooses to attend the college or not.

Deletion Request

Name: _____

Student ID: _____

Telephone Number: _____

E-mail: _____@hunter.cuny.edu ††

Semester and year: _____

Deletion Request:

25% _____ 50% _____ 75% _____ 100% _____ charge

\$18 COP/sched. adjustment fee _____ \$25 late reg. fee Other _____

Courses

Course Code	Dept	Course #	Sec. #	Course Code	Dept.	Course #	Sec. #

Reason for requesting deletion (attach documentation if any):

Signature: _____ Date: _____

††To protect your privacy, you will be informed of a decision via your Hunter Snet (email) account.

For Office Use Only

Prior requests no yes _____ **LDA** _____ _____ _____ _____
Course *Course* *Course* *Course* *Course*

Additional documentation _____

BRQAWI _____ **BDB** no yes _____

Approved _____

Denied _____