

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 include a signature and a departmental stamp.
- A request is not considered complete until the 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.
- If your request is approved, it will take 4-6 weeks for your account to be updated. Any questions regarding the status of your refund, **please contact the Bursar’s office (238N).**

*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: _____

CUNYFirst EMPL ID #: _____

Hunter E-mail: _____ @ myhunter.cuny.edu*

Telephone #: _____

Semester and year: _____

Deletion Request

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

\$18 C.O.P./schedule adjustment fee _____ \$25 late reg. fee _____ Other _____

Courses

Course Code #	Department	Course #	Section #	Course Code #	Department	Course #	Section #

Reason for requesting deletion (attach documentation if any):

I have read and understood the information on the back of this form. YES NO

Signature: _____ Date: _____

For Office Use Only

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

Additional documentation _____

BRQAWI _____ **BDB** no yes _____

Approved _____

Denied _____