

ESL STUDENTS – ADD/DROP/WITHDRAW COURSES



Students required to complete English as a Second Language (ESL) courses are required to use this registration form to switch sections of an ESL course, drop an ESL course, or withdraw from an ESL course. Adding an ESL course should be completed on BannerWeb. The form requires the signature of an ESL advisor.

PERSONAL INFORMATION

Name: _____ ID Number: _____

Semester: Fall Spring Summer Year 20 _____

DROP

Course Reference Number (CRN)	Course Prefix, Number & Section (ex: ESL 0112-01)

ADD

Course Reference Number (CRN)	Course Prefix, Number & Section (ex: ARC 1213-02)

ESL Advisor Signature **Date**

By registering for the course(s) indicated, I agree to pay the assessed tuition and fees in accordance with the established University deadlines. I further agree to abide by all established University policies and procedures that are published in the Undergraduate and Graduate catalogs, the Student Handbook and on the University’s website. Please be aware that after the designated Add/Drop period there is no refund for dropped courses and a “W” will appear on your transcript.

In the event of delinquency and the account is referred to a collection agency and/or attorney, I agree to pay in addition to tuition, fees and late charges for the reimbursement of the fees of any collection agency. The fees are based on an additional percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, we incur in such collection efforts.

Your tuition/fees statement will be sent to you via your Lawrence Tech email account. Please contact the Help Desk if you do not have an established Lawrence Tech email account.

Lawrence Technological University and Third Party agencies contracted by LTU to collect the educational debt reserve the right to contact the student via all means of communication as established under the student’s profile. By signing this form you are agreeing to these terms.

Student Signature (Handwritten Signature Required) **Date**

Enrollment Services Staff Signature **Date**