New York School of Interior Design

Office of the Registrar
170 East 70 Street
New York, NY 10021
T 212.472.1500 x 209
F 212.472.3800
registration@nysid.edu

NYSID ID no. _____

Semester_____ Year_____

ADD/DROP FORM

Tuition refund is computed based on the date the signed form is received in the Office of the Registrar. See course bulletin for payment policies and refund schedule.

Last Name | First Name | (MI)

Address/Apt. No. | City | State | Zip

E-mail Address | Home Telephone | Daytime Telephone

ADD these courses. **Reason:**

Course No.	Course Title	Days and Times	Credit/CEU
		No. of Credits Added	

DROP these courses. **Reason:**

Course No.	Course Title	Days and Times	Credit/CEU	Last Date Attended
		No. of Credits Dropped		

Are you applying /have you applied for financial aid? ☐ No ☐ Yes

Have you enrolled in Tuition Management Systems? ☐ No ☐ Yes

Total No. Credits Enrolled	
Tuition Due	

Method of Payment: ☐ Cash ☐ Check ☐ MasterCard ☐ VISA ☐ AmEx

_____ Expires (mo/yr) _____ /_____ CVV # _____

Name as it appears on credit card Signature

I understand that (a) a drop in credits may impact my financial aid; (b) I am responsible for payment for course(s) and for the balance not covered by financial aid; (c) if balance is referred to a collection agency, I am responsible for all resulting fees.

Student Signature (Required): _____ **Date:** _____

Advisor's Signature/Date: _____ Bursar: Refund %: _____

FA Admin's Signature/Date (if applicable): _____ Refund due: _____