



HARVARD SUMMER SCHOOL

Student Financial Services Office • 51 Brattle Street, Cambridge, MA 02138-3722 • Fax: (617) 495-2921

For office use only	
Staff _____	Date _____
Staff _____	Date _____

2020 Course Registration Changes and Summer School Housing Cancellation Form

Students who cannot make changes online must use this form to change credit status, add a course, drop a course for a full or half tuition refund, withdraw from a course, or cancel Summer School housing. See the Calendars at summer.harvard.edu for all registration and housing deadlines.

Print all information requested and sign and date the bottom of the form. If your mailing or email address has changed since Summer 2020 course registration, please update the information online. **Note:** students who drop or withdraw from all their courses in a session are no longer eligible for Summer School housing in that session.

DCE ID NUMBER	@										or	HARVARD ID NUMBER										
(see summer.harvard.edu/login if unsure)																						

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

COURSE REGISTRATION CHANGES

Special Program students. Students who are enrolled in one of the following programs must obtain the signature of their program director for all course registration changes.

Program: Secondary School Program Ukrainian Institute

Program director's signature _____ Date _____

International students with an I-20 certificate issued by Harvard Summer School must remain registered full time for UN or GR credit (8 credits in the 7-week session; 4 credits in a 3-week session) to maintain F-1 visa status, and must obtain approval from the Office of Enrollment Management to drop or withdraw from any courses. International students should submit the form to visas@summer.harvard.edu or visit the Office of Enrollment Management at 51 Brattle Street, 6th floor.

OEM signature _____ Date _____

- I wish to drop/withdraw from all my courses. If I am living in Summer School housing, I understand my housing will be canceled.
- I wish to make the course registration changes as indicated below:
In the TYPE OF CHANGE column, write ADD, CREDIT STATUS CHANGE, DROP, OR WITHDRAW. Copy information for each course as it appears in the website course description, or in **View Course Schedule** in the **Course Registration and Schedule** section of your online account. If you are changing credit status, write the code (NC, UN, GR) for the status to which you are changing.

Type of change (see above)	5-digit course number					Subject	Subject number	Course title (and section number, if applicable)	Credit status (NC, UN, GR)	Balance
ADD	3	2	2	3	4	ENGL	S-124e	Shakespeare (example)	NC	\$
										\$
										\$
										\$
										\$
Payment* or refund due										\$
<small>* Include Payment Form P only if payment is required</small>										

ON-CAMPUS HOUSING CANCELLATION

I wish to cancel Summer School housing.

Secondary School Program students
Students who are enrolled in the Secondary School program must obtain the signature of the program director.

Program director's signature _____ Date _____

Student Signature. I certify that all of the above information is true and complete to the best of my knowledge.

Student signature _____ Date _____

Digital signatures are not accepted. Document must be signed with a real signature.



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2020 Course Registration Changes and Summer School Housing Cancellation Payment Form

If your change requires a payment, this form must be submitted with the Course Registration Changes and Summer School Housing Cancellation Form before your change can be processed.

Please clearly print all information

DCE ID NUMBER	or	HARVARD ID NUMBER	DATE OF BIRTH example: JAN 01 1997
@			
(see summer.harvard.edu/login if unsure)		Month (MMM)	Day (DD) Year (YYYY)

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

STUDENT PRESENT MAILING ADDRESS (number, street, and apartment number)			
Street and number			
City		State/Province	Zip/Postal code
Country (if other than US)	Telephone number (including area/country code)	Cell phone number (including area/country code)	
Student's personal and unique email address. Please provide only one email address.			

Payment type (check one):

- Credit card (see below)
 Personal check*
 Investment/Trust fund check*
 Third-party check*
 Money order*

* Please make checks payable to Harvard University. Include student's name and date of birth on check.

Payment by Credit Card

You must complete **all** of the following sections before your registration can be processed.

AUTHORIZATION You must check the authorization box and enter the amount to be charged.
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$ _____.

CARD <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover

CARD NUMBER	EXPIRATION DATE example: JUN 2020	SECURITY CODE [†]
	Month (MMM) Year (YYYY)	

[†]The credit card security code is found either on the back of the card, as the last three digits printed on the signature strip, or, for American Express, as a four-digit code found on the front of the card, above and to the right of the credit card number.

CARDHOLDER'S NAME (please print)	CARDHOLDER'S SIGNATURE

CARDHOLDER'S BILLING ADDRESS		
Street		
City	State/Province	Zip/Postal code
Country (if not US)	Cardholder's telephone number (including area/country code)	

I certify that all of the above information is true and complete to the best of my knowledge.

Signature _____ Date _____

Digital signatures are not accepted. Document must be signed with a real signature.