



Online Dual Enrollment – School Roster

Spring 2023 Semester

Date Completed/Updated: _____

(Please type. Thank you.)

Name of School: _____

Address: _____

Primary Course Coach/Contact:

Name: _____

Phone: _____

Email: _____

Student Names <small>(add both new and returning students below)</small>	Course Title	Course Number

(Please enter any additional students on the back of this form.)

DROP/ADD POLICY: Course Coach agrees to inform Landmark College online director at online@landmark.edu as soon as a student drops or withdraws from a course or from applying for a course. Please refer to the Memorandum of Understanding for late withdrawal fees that may apply.

Date Voluntary Withdrawal is Received	% of Tuition Refunded
Prior to the Start of the Semester	100%
First Week of Class	80%
Second Week of Class	60%
Third Week of Class	40%
Fourth Week of Class	20%
After Fourth Week of Class	0%

