Osher Lifelong Learning Institute at George Mason University
ADD/DROP REQUEST FORM
Please complete the entire form

Name: _____ Date:_____

Phone Number:_____

DROP

Course/Event Number	Course/Event Name

☐ **Check box if the course/event being dropped has a fee.**

** Please Note **
OLLI CANNOT GUARANTEE A REFUND FOR COURSES OR EVENTS WITH A FEE THAT YOU DROP. OLLI WILL ONLY REIMBURSE FEES PAID AT REGISTRATION IF THERE IS A WAITING LIST FOR THE COURSE/ EVENT AND IF A REPLACEMENT IS FOUND.

Office Use Only

Replacement Name:_____

Date Processed:_____

ADD

Course/Event Number	Course/Event Name

☐ **Check box if the course/event being added has a fee and fill out the below:**

Course/Event Fee Amount: $_____

Payment Type (please circle one):   Cash   Check   Credit Card

Please Charge My Credit Card (Visa, Mastercard, Discover or American Express)

Name as it appears on card: _____

Expiration date:_____ CVV: _____ Billing zip code: _____

Card Number: _____

Signature:_____

** If you are providing a payment with this form, Mason policies require you to give both directly to an OLLI staff person (not an OLLI volunteer) or to put it in an envelope and place it in the dropbox in the Tallwood front office. **