



SJSU Professional Development

Instructions: Complete this form and submit it through our website for processing or mail it to SJSU Professional Development, 210 N. Fourth Street, Suite 301, San Jose, CA 95112. Submitting this form does not guarantee that the drop form has been accepted. Guidelines are posted on our website at www.pd.sjsu.edu.

Drop / Refund Request

Drop guidelines apply. Visit www.pd.sjsu.edu for more information

This form is to be used only for Professional Development courses.

Name _____ Male Female
Last First Middle

Student I.D. # _____ Date _____

Address _____

City _____ State _____ Zip _____

Email _____

Signature: _____

Course to Drop:

Drop Class Code: _____ Cost: \$ _____

Course Title: _____

Reason for Drop _____

Complete Form and forward to Professional Development at 210 N. Fourth Str, Suite 301 San Jose, CA 95112 for further processing.

All refunds are subject to a \$20 processing fee

Office Use Only

Date Received: _____ Received by: _____

Official Date of Drop: _____ Approved by: _____