

A course exchange is available within 45 days of registration. There are no exchanges after 45 days, regardless of the student's progress in the course. One exchange per registration is allowed. The course completion date will remain the same.

COURSE EXCHANGE FEES

- \$30/course nonrefundable fee, plus \$25 for each assignment/exam submitted for the original course.
- If there is a change in the number of credits or course level (undergraduate versus graduate), a per-credit fee will be charged or a refund will be processed according to the ISI refund schedule.
- Undergraduate course adjustments are \$160 per credit hour.
- Graduate course adjustments are \$200 per credit hour.

STUDENT INFORMATION (Please print.)

Full legal name.....V number

Last First Middle

Email Phone

Original Course	New Course

PAYMENT INFORMATION (Payable to UI Bursar.)

Check #..... Money order Visa MasterCard Discover

Credit card #.....

Expiration date 3-digit pin (back of card)

Card billing address

Card billing zip code Amount authorized

Credit card information is only accepted by phone, mail, or in person.

For office use only

Initials _____

Date _____