



Class Withdrawal Form

Name of student _____

Class from which withdrawing _____

Requested effective date _____

Reason for Withdrawing _____

Parent's Signature _____ Date _____

Teacher's Signature _____ Date _____

Current Grade: _____ (required after 5th week)

Academic Director's Signature _____ Date _____

Administrator's Signature _____ Date _____

Withdrawal Policy

Parents wishing to withdraw students from a course prior to its completion must (1) schedule a conference and meet with the instructor and (2) fill out this withdrawal form. **Students will be considered still enrolled in the course until the instructor conference is held and the withdrawal form is filled out properly and turned into the office.**

Unless withdrawal is due to an emergency or to special circumstances, the following pro-rated refund schedule:

1. Withdrawal by the end of week one – 100% refund
2. Withdrawal by the end of week two – 80% refund
3. Withdrawal by the end of week three – 60% refund
4. Withdrawal by the end of week four – 40% refund
5. Withdrawal by the end of week five – 20% refund
6. Students withdrawing from a course after the fifth week of the **semester** will be charged full tuition for the remainder of that **semester** for each course.

Students withdrawing from academic classes after the end of week five of the semester, will receive **Withdraw/Passing (W/P)** or **Withdraw/Failing (W/F)** on their transcripts.

<i>Office Use Only:</i>	
Grade Card/Transcript:	
_____	Withdrawal/Passing
_____	Withdrawal/Failing
_____	Expunged

<i>Office Use Only:</i>	
<input type="checkbox"/>	Tuition adjusted-invoice revised
<input type="checkbox"/>	FACTS notified/changed/canceled
<input type="checkbox"/>	Class enrollment changed