

## COURSE WITHDRAWAL REQUEST FORM

Name		Program	
Life Number		Phone #	
		E-Mail Address	

### WITHDRAWAL POLICY

Students may withdraw from a course by submitting a withdrawal form. All withdrawals are entered as a "W" on the student's official transcript. A grade of W does not affect your overall GPA. However, if the withdrawal form is not submitted properly (i.e., signatures, etc.), you will receive an "F" grade on your transcript. **Please note the Refund Policy before considering a course Withdrawal**

### REFUND POLICY

Students who withdraw from a course during an academic term will receive a tuition only refund based on the below institutional schedule. Tuition refunds will be calculated based on the date the student submits their withdrawal form to the Registrar's Office.

Withdrawal through the first week of the term	100% of Tuition Only
Second calendar week of classes	75% of Tuition Only
Third calendar week of classes	50% of Tuition Only
Fourth calendar week of classes	25% of Tuition Only
After the Fourth week of classes	NO REFUND

### COURSE TO WITHDRAW

Course Title		Course #	
Course Director		Credits	
Course Director's Signature		Date	

*I AM AWARE THAT WITHDRAWING FROM THIS COURSE MAY JEOPARDIZE MY STUDENT STATUS AND FINANCIAL AID ELIGIBILITY*

Student's Signature	
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### FINAL APPROVALS

Advisor	
Advisor's Signature	Date

Bursar's Signature	
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Phillip Parke

Registrar's Signature	
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Nelson Pe