



CLASS WITHDRAWAL NOTIFICATION
Please complete this form and submit it to the Registrar's office.

I. STUDENT

Student Name _____ Date _____

II. WITHDRAWAL

Course Number & Title: _____

Reason for Withdrawal: _____

Refunds of tuition and fees are based upon the date that this form is signed by the Registrar's office, not on the time the student ceases to attend the class. Failure to withdraw officially from a class will result in a WF (withdraw fail) on the student's transcript even though the student may never have attended the class. A student who does not withdraw officially will not be entitled to any refund. The application fee is non-refundable.

Semester Class Withdrawal Refund Schedule

- After 1st class, before 2nd class 100% refund
• After 2nd class, before 3rd class 90%
• After 3rd class, before 4th class 80%
• After 4th class, before 5th class 70%
• After 5th class, before 6th class 60%
• After 6th class, before 7th class 50%
• After 7th class 0%

Module Refunds: 100% refund if this form is signed by the Registrar's office prior to the second class. There is no refund if dropped after the second class has begun.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Registrar Signature _____ Date _____

Office Use Only: Refund Due _____