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.

<table>
<thead>
<tr>
<th>Withdrawal through the first week of the term</th>
<th>100% of Tuition Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second calendar week of classes</td>
<td>75% of Tuition Only</td>
</tr>
<tr>
<td>Third calendar week of classes</td>
<td>50% of Tuition Only</td>
</tr>
<tr>
<td>Fourth calendar week of classes</td>
<td>25% of Tuition Only</td>
</tr>
<tr>
<td>After the Fourth week of classes</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

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

FINAL APPROVALS

Advisor

Advisor’s Signature Date

Bursar’s Signature

Phillip Parke

Registrar’s Signature

Nelson Pe

Created March 2011