



WITHDRAW FORM

Please Note: Only use this form if you are completely withdrawing from the university, do not use as an add/drop form.

First Name: _____ **Last Name:** _____

Student I.D. _____ **Email:** _____

Program of Study: _____

Address: _____

City/State/Zip: _____

Reason for Withdraw:

Student Signature: _____ **Date:** _____

For Office Use Only

Registrar Signature: _____ **Date:** _____

Business Office Signature: _____ **Date:** _____

Refund Amount \$ _____

Refund Policy

Should a student withdraw from an academic course of the university, the following refund policies prevail:

- 1. If an enrolled student cancels, by written notice his or her enrollment following the three day Cancellation Period but prior to the first day of the semester for which application was made, all tuition monies paid will be refunded less a \$100.00 withdrawal fee.*
- 2. A student who enters school but withdraws during the first 1/4 (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.*
- 3. A student who enters a school but withdraws after completing 1/4 (25%), but less than 1/2 (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.*
- 4. A student who withdraws after completing 1/2 (50%), or more than 1/2 (50%), of the period is not entitled to a refund.*