



# Individual Course(s) Withdrawal Request Form

Submit this form to the Registrar's Office to withdraw from a course(s) you are unable to complete after the course has begun. Please note: A course withdrawal is reflected as a 'W' on the official transcript. The student is refunded in accordance with the institutional refund policy. Monies due to the student or to a student loan lender will be returned within thirty (30) days from the day of withdrawal. The date of written notice by the Institute or by the student is the effective date. The deadline for withdraw varies by COURSE. Students are eligible to withdraw from a course up to two weeks before a course ends or up to 80% of the course's completion, whichever comes first. The final day of a course is based on the last due date of an assignment or the final day of classes.

### Student Information

Name (please print) \_\_\_\_\_ ID number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number \_\_\_\_\_

Program \_\_\_\_\_ Class /Track \_\_\_\_\_

Course Code	Course Title	Credits Hrs.	Trimester	Effective Date (Internal use)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Finance Office use:**

Refund is calculated according to the refund policy based on the effective date of withdraw.

Total amount refunded: \$ \_\_\_\_\_

Distribution List:          Finance (original)          Financial Aid          Assistant Registrar