

**COURSE WITHDRAWAL
"W" GRADE**

STUDENT NAME: _____

Student ID # _____

STUDENT SIGNATURE: _____

REFUND POLICY ON BACK

SEMESTER: _____

YEAR: _____

	COURSE	SEC	COURSE TITLE	CREDIT HOURS	CREDIT/AUDIT	INSTRUCTOR'S INITIALS
WITHDRAW						
WITHDRAW						
WITHDRAW						
WITHDRAW						
WITHDRAW						

Advisor's Signature: _____

Date: _____

cc: via email: instructors added, instructors dropped, advisor, business office

REFUND POLICY

Refunds will be calculated using the date on the drop slip:

Regular Semesters

<u>If Student Withdraws</u>	<u>Percentage of Refund</u>
On the first day of classes	100%
Weeks 1 and 2 (days 2 through 8)	90%
Weeks 3 and 4 (days 9 through 19)	50%
Weeks 5 and 6 (days 20 through 39)	25%
Weeks 9 through the end of the semester	0%

If changes are made and you are still taking 12 hours there will be no adjustment in full-time tuition rate. There will be no adjustment for lab fees after the second week of classes, except in Aviation.

Summer Terms

First day of classes	90%
Remainder of first week	80%
Second week	50%
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Third and Fourth weeks	0%