

REQUEST FOR WITHDRAWAL

Use this form to drop a class, if it has already begun

Date _____

Class #/Name _____

Instructor _____

Student Name _____

Number of Hours Attended _____

0-1 st Hour	100% Refund
1 st -4 th Hour	75% Refund
4 th -8 th Hour	50% Refund
8 th -12 th Hour	25% Refund

- Withdrawal form **must** be completed and submitted no later than the 12th hour of class in order to receive a tuition refund.
- No refunds will be made following the 12th hour of class.
- There will be a \$24 per credit fee assessed.
- Because of their limited enrollment, PRO 529 Didactic (Group) Therapy and PRO 697 Small Group must be dropped at least **30 days prior** to the first night of class in order to receive a tuition refund. No refund of tuition will be made for these two classes after that time.

Student's Signature _____

Instructor's Signature _____

Please return signed form to the Student Services Office, Room #311