



Adler Graduate School

REQUEST FOR WITHDRAWAL

Use this form to withdraw from a course that has already begun.

Student's Name _____
(Please print.)

Class # / Name _____

Term/Session/Yr _____ Instructor _____

of Hours Attended _____

Tuition Refund Schedule

Before the first hour of class	100% refund, minus \$60 drop charge
1 st through 6 th hour of class	75% refund, minus \$60 drop charge
7 th through 12 th hour of class	50% refund, minus \$60 drop charge
13 th through 18 th hour of class	25% refund, minus \$60 drop charge
After 18 th hour of class	No refund

- There is no charge for dropping Beginning Internship (591,2,3,4) or Advanced Internship (597).
- Enrollment changes – especially dropped courses – may affect your financial aid eligibility. Contact the Director of Financial Aid for specific information.
- Because of its limited enrollment, Group Didactic (529) must be dropped *at least 30 days prior to the first class meeting*. No refund will be issued if 529 is dropped after that time.
- Students are expected to complete requirements for their master's projects (599) or Applied Coaching Experience (659) within 3 months after they cease to be enrolled in any other coursework at Adler. No refund will be issued to a student who withdraws from 599 or 659 after that time. (Exceptions to this policy based on extenuating circumstances may be made on a case-by-case basis.)
- The drop fee may be waived for students in their first term of enrollment.
- **No refund will be issued for any student who does not attend a class for which he or she was originally registered and fails to complete a Request For Withdrawal form.**

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

PLEASE RETURN SIGNED FORM TO THE REGISTRAR'S OFFICE

(To be completed by AGS officials)

Accounting: Amount of refund \$ _____ Fees? Yes No Acct Staff _____ Date _____

Financial Aid: Refund to: Student Lender Other _____

Fin Aid Staff _____ Date _____ Entered into SONIS - Registrar _____ Date _____

Copy of refund check and Drop/Add form to AR file.