



STUDENT WITHDRAWAL FORM

Today's Date: _____ Program: _____

Student Name: _____ Student ID: _____

Email: _____

Permanent Address: _____

Program/Course Withdrawing from: _____

Program/Course Start Date: _____ Last Date of Attendance _____

Reason for withdrawal: Illness Financial Relocation Dissatisfied with Grades Lack of Motivation
 another school Work conflict Disagreement Quality of staff Personal Other
 Permanent Withdrawal Temporary Withdrawal

Comments: _____

Student Signature: _____ Date: _____

For Office Use Only

Refund Policy Calculation:

Refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code, according to SCHEV Policy

- A student who withdraws during the first $\frac{1}{4}$ (25%) of the period is entitled to receive a refund of 75% of the stated cost of the course or program for the period
- A student who withdraws after completing $\frac{1}{4}$ (25%), but less than $\frac{1}{2}$ (50%) of the period is entitled to a refund of 50% of the stated cost of the course or program for the period
- A student who withdraws after completing $\frac{1}{2}$ (50%), but less than (75%) of the period is entitled to a refund of 25% of the stated cost of the course or program for the period
- A student who withdraws after completing (75%) or more, is not entitled to a refund.

Quarter/Period that student Dropped: _____ Total Program Tuition amount _____

Hours Student attended _____ Percentage of program attended (SCHEV) _____

Materials/books (if a applicable): _____

Total Amount student paid: _____

Refund Amount to student: \$ _____ Payment method: check, credit, money order, Cash

Amount Student owes school: \$ _____ Payment method: check, credit, money order, Cash

ASNAH Personnel Signature _____ Date: _____

Program Director Signature _____ Date _____