



## **Withdrawal Procedure**

To withdraw from an individual course or all courses, students are requested to contact the Director of Education to obtain the necessary forms and procedures for official withdrawal.

Students who leave the school either by withdrawal or graduation from a program must schedule an exit interview with the Financial Aid Office. Students who are unable to finish a term due to deployment for active duty military service, whether enlisted, reserve, or National Guard, are entitled to a refund of all tuition and fees for the unfinished term. Credit will not be granted for unfinished courses, and the unfinished courses will not impact the student's Satisfactory Academic Progress. If the military student is deployed at the end of a term and completes his or her courses prior to deployment, then the tuition will not be refunded, the credits will be earned, and the student's Satisfactory Academic Progress will reflect the inclusion of those credits. Such a student will be released from his or her financial obligations for future terms. Deployed students who choose to return to school following completion of the deployment can re-apply as returning students.

In all cases, the military student must provide evidence, such as a copy of official orders, and/or a letter from a superior, to document the activation and/or deployment.

A student may be unofficially withdrawn, dismissed, or otherwise terminated from the school if the student fails an academic probation or violates the School's rules and policies, is absent for ten (10) consecutive calendar days, or fails to return from an approved leave of absence on the scheduled date of return. If a student is absent for ten (10) consecutive calendar days, the tenth (10th) day then constitutes the date of withdrawal. If a student fails to return from an approved leave of absence on the scheduled date of return, the scheduled date of return constitutes the formal date of withdrawal except in the event the student notifies the institution that student will not be returning, in which case that date shall be the formal date of withdrawal.