



## OFFICAL WITHDRAWAL REQUEST FORM

An official withdrawal request form must be completed for students to withdraw. This process can take longer if the student has outstanding fees or school equipment. Upon submitting the request, the student is to return all his/her textbook, and or any equipment. Failure to return items or equipment may delay the withdrawal process.

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please select Reason for withdrawal:

- |  |   |
|--|---|
| <input type="checkbox"/> Relocating            | <input type="checkbox"/> Lost of Family Member          |
| <input type="checkbox"/> Sickness/Illness      | <input type="checkbox"/> Transferring to another school |
| <input type="checkbox"/> Unable to pay tuition | <input type="checkbox"/> Academic status                |

Other: \_\_\_\_\_  
\_\_\_\_\_

Student Address:		
Home Number:		Cell Number:
Work Number:		
Email:		



Program Attended	Session	Instructor

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**School/Office Use Only**

Date received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received by \_\_\_\_\_

***Request to complete withdrawal***

- [insert reason]

Notes: School will honor the request to issue a full refund. All refunds will be made within 30 days from the date of termination/ completed withdrawal request.

Date Completed: \_\_\_\_\_ School Personnel: \_\_\_\_\_