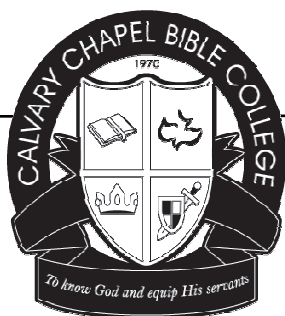


Distance Learning Course Withdrawal Form



Name: _____ Date: _____

SSN: _____ - _____ - _____ Course End Date: _____

WITHDRAWAL: Withdraws can only be applied for in the first 5 weeks of a course and are entered as a “W” on the student’s transcript. W’s do not affect the students overall GPA. A student may not drop a class by merely not turning in the coursework. If this occurs, and the withdrawal form has not been submitted properly, the student will be issued an Unofficial Withdraw (UW) for that particular class. UW’s affect the students GPA the same as an F. Students withdrawing in the first three days of the course will not receive a W on their transcript and are eligible for a full tuition refund.

WITHDRAWAL REVIEW: This form must be reviewed and approved before the withdrawal is considered official.

Please note the Refund Policy before considering a course Withdrawal:

All students who desire a refund for classes will need to withdraw within the first 5 weeks of their course start date. Refunds are for tuition only; **material, book and administrative fees are non-refundable.** The percent of tuition refunded reduces every week. Please see the table below for details:

- Up to 3 days into the official start date 100% of tuition refunded
- Up to 2 weeks 70% of tuition refunded
- Up to 3 weeks 60% of tuition refunded
- Up to 4 weeks 50% of tuition refunded
- Up to 5 weeks 40% of tuition refunded
- There are no refunds after the end of the fifth week.

COURSE #	COURSE TITLE	INSTRUCTOR	CREDITS

Please give the reason for your withdrawal below:

This form must be postmarked no later than the end of fifth week from the “start date” of the course in order to receive a W” (including faxed requests). Forms submitted or postmarked after the fifth week will not be accepted for consideration, resulting in an automatic “UW” grade for the course dropped.

Please send this completed form to the address below. Feel free to contact us with any questions or concerns.

39407 Murrieta Hot Springs Road
 Murrieta, California 92563
 Office Number: (951) 696-5944
 Fax Number: (951) 696-5634
 Email: distancelearning@calvarychapel.com

By signing below you agree to the policy and procedure of this form.

Signature: _____ Date: _____

Office Use Only:

Action Taken: _____ Tuition Credit Granted: _____ Process Date: _____

Received and Accepted by : _____ Postmark or Fax Date: _____