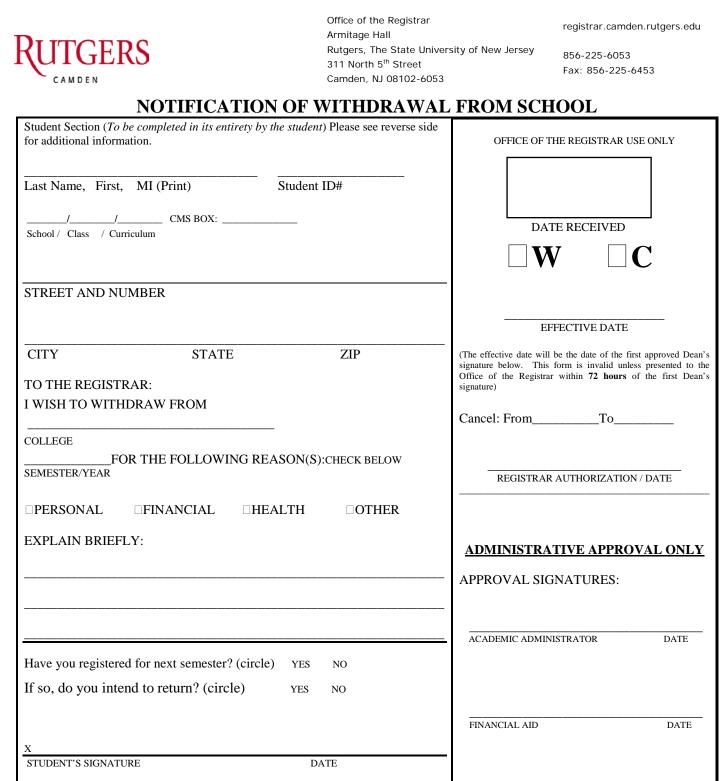
Do not write above this line.



The front side of this form must be completed in its entirety before it will be processed.

This form must be signed by the following:

- A. Appropriated Academic Administrator, Second and Third Floor, Armitage Hall
- B. Financial Aid Office, Lower Level, Armitage Hall

Withdrawing prior to the beginning of the semester will result in the following:

No grades will be recorded and you will be entitled to a 100% refund of tuition and fees.

Withdrawing on or after the first day of the semester, will result in the following:

Grades of "W" will be assigned and tuition charges will be reduced accordingly. A student who voluntarily withdraws from all courses during the first six weeks of a semester will receive a partial reduction of tuition and fees (campus, school, and computer) according to the week of withdrawal as follows.

| Weeks of Semester: | First/Second | Third/Fourth | Fifth/Sixth |
|--------------------|--------------|--------------|-------------|
| | 80% | 60% | 40% |

Withdrawing during the seventh through twelfth week of the semester, will result in the following:

Tuition and fees are not refundable and a grade(s) of "W" will be assigned to your academic record.

The effective date of withdrawal is when the Office of the Registrar receives the <u>written statement</u> of withdrawal. Non attendance in class has no bearing on the refund policy. Actual meeting dates of individual courses have no bearing on the refund policy.

Do not write below this line.

BURSAR'S OFFICE USE ONLY

| REFUND OF: | TOTAL CHARGED | AMOUNT PAID | CURRENT CHARGE | REFUND AMOUNT |
|--------------------------|------------------|-------------|-------------------|------------------|
| TUITION | | | | |
| NON RESIDENT TUITION | | | | |
| STUDENT FEE | | | | |
| PIRG | | | | |
| LATE REGISTRATION FEE | | | | |
| DEFERRED PAYMENT FEE | | | | |
| | | | | |
| | | | | |