



OFFICE OF THE REGISTRAR
 711 KNOX ROAD | PO BOX 607 | EAST AURORA NY 14052-0607
 (716) 655 7081 | F (716) 652 8903 | **CKS.EDU**

WITHDRAWAL FROM COURSE REQUEST FORM

INSTRUCTIONS: Students completing form must notify the registrar's office and course instructor of intent to withdrawal prior to submission.

SEMESTER:

Fall Spring Summer Year: _____

 Name

WITHDRAWAL	Course ID#	Course Title	Credit Hours

WITHDRAWAL POLICY

Students requesting a withdrawal from course by the course withdrawal deadline (see academic calendar) will receive a grade of "W" on their academic transcript. If a student requests to withdraw after this date, a notation of WP or WF or Audit must be assigned. A student may not withdraw from a course after the final meeting of that course.

REFUND POLICY

Any student who withdraws from a course or graduate program must file a formal withdrawal form with the registrar's office. The official date of withdrawal is the date the registrar's office is notified of the withdrawal. No refunds will be issued until this form is filed. Tuition charges are refundable according to the following schedule:

	TUITION	FEES
FIRST WEEK	100%	100%
SECOND WEEK	80%	No refund
THIRD WEEK	60%	No refund
FOURTH WEEK	40%	No refund
FIFTH WEEK	20%	No refund
AFTER FIFTH WEEK	No refund	No refund

 Student Signature

 Date

 Academic Dean Signature

 Date

OFFICE USE ONLY

Date received: _____ Computer entry: _____ Finance Office: _____