



Name of Student \_\_\_\_\_  
Academic Services Office  
P: 304.473.8046  
F: 304.473.8531  
E: registrar@wwvc.edu

**MAY/SUMMER  
WITHDRAWAL FORM**

Return completed form to the Academic Services Office via fax (304-473-8531) or email to registrar@wwvc.edu

I hereby request permission to withdraw from:

Dept. & Course # Course Title Semester Hours

Current class load is \_\_\_\_\_ hrs Adjusted class load will be \_\_\_\_\_ hrs (If zero, a term WD will be processed)

My reason for wishing to withdraw (required):

Recommendation and comment of **Instructor**:

\_\_\_\_\_  
*Signature of Instructor* (Date)

**CHECK ANY THAT APPLY:**

- PROMISE Scholarship recipient
- Participant in intercollegiate athletics
- Receiving or have you applied to receive Veteran's benefits
- International student on an F-1 Student Visa

**I have read and understand the following:**

- I understand tuition refunds will be processed according to the policy below
- I understand that my withdrawal date may affect financial aid I have receive for summer. I understand all questions concerning how a complete withdrawal from summer term will affect my financial aid should be directed to the Office of Financial Aid.
- I understand that my grade in this course will be "W" or "WF", depending on date and approval of withdrawal from the course.

\_\_\_\_\_  
Date Signature of Student

Email: \_\_\_\_\_ Campus Box \_\_\_\_\_

Students making schedule changes that results in a reduction of load during the first two days of a summer term (add/drop period) will receive refunds of the difference in tuition charges according the schedule listed above for withdrawal from the College. After the first two days of the term (add/drop period), course fees are not refundable.

**Policy for Withdrawal from the College**

Students are required to notify the Registrar's Office to complete the withdrawal from school process. If a course withdrawal results in a zero credit course load for a summer term, a term withdraw will be processed according to the following schedule:

<u>May Term 2020</u>	<u>Summer Term 2020</u>	<u>Student Responsibility</u>
May 6 – May 9	June 4 – June 7	20% of tuition
May 10 – May 13	June 8 – June 11	40% of tuition
May 14 – May 17	June 12 – June 14	60% of tuition
After May 17	After June 14, 2019	100% of tuition

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date Posted \_\_\_\_\_

\_\_\_\_\_  
Registrar

Processed: \_\_\_ RGN \_\_\_ STAC \_\_\_ FA