



Academic Services Office
P: 304.473.8046
F: 304.473.8531
E: registrar@wwvc.edu

**SUMMER SESSION
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 result in a reduction of load during the first two days of a summer session (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 session (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 session, a session withdraw will be processed according to the following schedule:

<u>Summer Session I 2021</u>	<u>Summer Session II 2021</u>	<u>Student Responsibility</u>
May 12 – May 15	June 10 – June 13	20% of tuition
May 16 – May 19	June 14 – June 17	40% of tuition
May 20 – May 23	June 18 – June 20	60% of tuition
After May 23	After June 20	100% of tuition

Approved _____ Not Approved _____ Date Posted _____

Registrar

Processed: ____ RGN ____ STAC ____ FA