



Student Name

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:

Table with 4 columns: Summer Session I 2022, Summer Session II 2022, MSN/DNP Session 2022, Student Responsibility. Rows list dates and corresponding tuition percentages.

Approved Not Approved Date Posted

Registrar Processed: \_\_\_ RGN \_\_\_ STAC \_\_\_ FA/ATHL/INTL