



Student Name _____

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

**SUMMER SESSION 2024
WITHDRAWAL FORM**

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

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 below 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:

Summer Session I 2024

May 15 – May 18
May 19 – May 22
May 23 – May 26
After May 26

Summer Session II 2024

June 17 – June 20
June 21 – June 24
June 25 – June 27
After June 27

MSN/DNP Session 2024

May 15- May 25
May 26 – June 5
June 6 – June 16
After June 16

Student Responsibility

20% of tuition
40% of tuition
60% of tuition
100% of tuition

Approved _____ Not Approved _____

Date Posted _____

Registrar

Processed: ____ RGN ____ STAC ____ FA/ATHL/INTL