



Continuing Education Course Drop/Withdrawal/Refund Request Form

Please review the [Student-Initiated Withdrawals procedure](#)

		Email	

Course Information

Course No.	Course Title	Instructor Name	Course Start Date	Requested Action (Drop or Withdraw; See below)

Requested Action

Drop – Dropping one or more courses between the original registration date and the course census date. A drop results in a “DR” grade. Students who drop one or more courses are eligible for a refund of registration fees paid.

Withdraw – Withdrawing from one or more courses between the course census date and the last day of the course. A withdrawal results in a “W” grade. Students who withdraw from one or more courses are not eligible for a refund.

Reason for Request(s):

Refunds

If your refund request is approved and you have entered banking information into Self-Service, you will receive your refund via direct deposit. If not, you will receive your refund via a check mailed to the address you have on record with the College.

If you prefer to have your refund check mailed to an alternate location, please complete the fields below.

Please mail my refund to: Employer Other/Third Party Sponsor

Name of Individual/Company/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

