REQUEST FOR WITHDRAWAL

Use this form to withdraw from a course that has already begun.

Student’s Name ______________________________________________________________
(Please print.)

Class # / Name __________________________________________________________________

Term/Session/Yr ___________________________________ Instructor ___________________________

# of Hours Attended _________________

Tuition Refund Schedule

Before the first hour of class 100% refund, minus $60 drop charge
1st through 6th hour of class 75% refund, minus $60 drop charge
7th through 12th hour of class 50% refund, minus $60 drop charge
13th through 18th hour of class 25% refund, minus $60 drop charge
After 18th hour of class No refund

• There is no charge for dropping Beginning Internship (591,2,3,4) or Advanced Internship (597).
• Enrollment changes – especially dropped courses – may affect your financial aid eligibility. Contact the Director of Financial Aid for specific information.
• Because of its limited enrollment, Group Didactic (529) must be dropped at least 30 days prior to the first class meeting. No refund will be issued if 529 is dropped after that time.
• Students are expected to complete requirements for their master’s projects (599) or Applied Coaching Experience (659) within 3 months after they cease to be enrolled in any other coursework at Adler. No refund will be issued to a student who withdraws from 599 or 659 after that time. (Exceptions to this policy based on extenuating circumstances may be made on a case-by-case basis.)
• The drop fee may be waived for students in their first term of enrollment.
• No refund will be issued for any student who does not attend a class for which he or she was originally registered and fails to complete a Request For Withdrawal form.

Student’s Signature ____________________________________________________________ Date ______________________

PLEASE RETURN SIGNED FORM TO THE REGISTRAR’S OFFICE

(Accounting: Amount of refund $_________________________ Fees? Yes No Acct Staff _______ Date________)

(Financial Aid: Refund to: Student Lender Other __________________________)

Fin Aid Staff _______ Date________ Entered into SONIS - Registrar _______ Date________

Copy of refund check and Drop/Add form to AR file. Refund to loan program – Fin Aid Staff _______ Date________