



COMPLETE WITHDRAWAL FORM

(Please use black ink)

Withdrawing From ALL Courses



Is this a medical-related withdrawal? _____ YES _____ NO

Was student given/sent a medical form? _____ YES _____ NO

Is this student receiving benefits through Veteran's Affairs? _____ YES _____ NO

Is the student being deployed to serve active duty (If so, NEED copy of orders)? _____ YES _____ NO

NAME: LAST (PLEASE PRINT) _____ FIRST _____ MIDDLE _____

KIRKWOOD I.D. NUMBER _____

TERM _____ YEAR _____ ACADEMIC PROGRAM _____

STUDENT PHONE NUMBER _____

TUITION REFUND SCHEDULE

Through 1 st week of term	100%
Through 2 nd week of term	50%

Refunds are given through the 2nd week of the term, regardless of the length of the term. The exceptions to this policy are classes that meet 8 days or less. There is no refund for these classes beginning the day of the first class meeting.

Special Notes

- Refunds will be mailed after the 3rd week of the term.
- Students who are compelled to withdraw from classes for extraordinary and uncontrollable circumstances may file a petition in Enrollment Services for waiver of the refund policy. Such appeals must be in writing and will be reviewed by a committee.

STUDENTS, please read below:

I understand that all refunds are subject to the approval of the Business Office and that outstanding indebtedness to the College will be deducted from any refund to which I may be entitled.

STUDENT _____

DATE _____

COUNSELOR _____

DATE _____

INTERNATIONAL STUDENT ADVISOR (if applicable) _____

DATE _____



Office Use Only

Date Received _____ By _____