

## Continuing Education Course Drop/Withdrawal/Refund Request Form

Completed forms must be submitted to the program coordinator, administrative assistant, or instructor of the course before the census date to receive a refund.

Incomplete forms will not be accepted.

### Student Information

|               |  |            |              |
|---------------|--|------------|--------------|
| Name          |  | Telephone  |              |
| ID Number     |  | Email      |              |
| Date of Birth |  | Last 4 SS# | XXX-XX-_____ |

### Course Information

| Course No. | Course Title | Instructor Name | Course Start Date | Requested Action<br>(Drop or Withdraw) |
|------------|--------------|-----------------|-------------------|----------------------------------------|
|            |              |                 |                   |                                        |

### Refund Policy

- **100% Refund** – GTCC staff receives request to drop the course before the first-class meeting begins.
- **75% Refund of tuition only** – GTCC staff receives request to drop the course after the first class meeting begins, but before or on the census date.
- **No Refund** – GTCC staff receives request to withdrawal after the census date.

### Refunds

If your refund request is approved your refund will be applied to the card of payment, if paid by card. If paid by cash or check, you will receive your refund via a check mailed to the address you have on record with the College. Please provide your address below to ensure your college profile is correct.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Attestation

By signing below, I attest that I am voluntarily requesting to drop or withdraw from the course(s) listed above. I understand that my eligibility for a refund of registration fees paid is determined in accordance with College and North Carolina State Board of Community College guidelines and procedures.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR GTCC STAFF USE ONLY

- ☐ This is an administrative drop/withdrawal\*
 ☐ This is a sponsored student\*\*

\*An administrative drop/withdrawal may be initiated by the program coordinator or designee when a student becomes ineligible for the course and does not require the student's signature. Provide a justification for the withdrawal below.

\*\*A drop/withdrawal request may be initiated by the sponsoring agency or person(s) and does not require the student's signature. A justification is not required.

Justification:

Requested by:

(Print Name)

(Signature)

(Date)

Request Received By (Printed Name):

Request Received By (Signature):

Date Request Received:

#### Request Approved

- ☐ Student Dropped with "X" Grade

- ☐ 100% Refund

Total Refund Amount: \$ \_\_\_\_\_

- ☐ 75% Refund

Total Refund Amount: \$ \_\_\_\_\_

- ☐ Student Withdrawn with "W" Grade

#### Request Denied

- ☐ Past Deadline

- ☐ Refund Ineligible

- ☐ Exception Requested  
*(must be approved by area Vice President.)*

### REFUND EXCEPTION

Exception Approved ☐ Yes ☐ No Refund Amount: \$ \_\_\_\_\_

VP Workforce & Continuing Education/SVP Instruction/AVP Instruction

Date

### FOR WCE REGISTRATION STAFF USE ONLY

Processed by:

Date: