**Withdrawal Policy:** Students may withdraw from any course without impact on academic record all the way to the last day of school. There is no refund for withdrawn courses, but it will be removed from your academic record without negative reflection.

Student Full Name:        Grade:

Name of Course to Withdraw:

Date of Withdrawal Request:

Has it been more than 14 days from the time of enrollment?  Yes  No

**Course Exchanges.** All students that withdraw from a course within 14 days of the start can exchange that course for another course more suited to the students need without a financial impact. The withdrawn course will be removed from student academic records without adverse effects.

Do you wish to exchange/replace this course:  Yes  No

If Yes, Name of New Course:

**Cost of Exchange:** All students that withdraw after 14 days from the start can withdraw and exchange the course for another for an additional fee of $325.00. Each exchange after that will be $250.00 each.

I am exchanging courses within 14 days of enrollment

I acknowledge that I am requesting a change after the 14-day grace period and will pay the fees associated with this change.

Fee for first change:  $350 Fee for 2nd Change:  $250

**Fee/Payment:**

ACH on file  Credit Card                         Exp:    /    CVV: