

# TRINITY INTERNATIONAL UNIVERSITY

## EXCEL WITHDRAWAL FORM

(Individual Course)

Students who find it necessary to withdraw from an individual course in the EXCEL program must properly complete this official withdrawal form. A student is not eligible for refunds unless this form is properly completed and submitted. **The official date of withdrawal is the day this form is received in the EXCEL office.** Refunds (if any) will be assessed based upon the official date. If the class is to be taken at a later date, it is the student's responsibility to make arrangements with the EXCEL office. Once withdrawn from the course indicated, Financial Aid status may be affected.

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### STEP 1: Student Information

Name _____	Date _____	
SS# _____	ID# _____	Cohort # _____

### STEP 2: Course to Withdraw

Course # _____	Course Name: _____
<input type="checkbox"/> I have attended one or more sessions of this course	Last date of attendance: _____
<input type="checkbox"/> I have not attended any sessions of this course	

### STEP 3: Reasons to Withdraw

<p>Please circle which factor best explains why you choose to withdraw from the EXCEL Program.</p> <p>PERSONAL   ACADEMIC   FINANCIAL   EMPLOYMENT   MOVING   OTHER, Please explain:</p> <p>_____</p>
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<p><i>I wish to withdraw from the individual course as indicated. I have read the information above and filled out the necessary sections. I understand the refund policy stated below. At this time, I would not like to register for replacement of this course, I will contact the EXCEL office when I choose to retake this course.</i></p> <p>_____</p> <p>Student Signature _____ Date _____</p>
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**Refund Policy:** Subject to the date of official withdrawal, \$25.00 w/d fee will be charged. Tuition will be refunded as follows:

<p><i>Less than 7 days prior to first session.....100% refund minus \$25.00</i></p> <p><i>Through 25% of the course.....75% refund minus \$25.00</i></p> <p><i>Through 50% of the course.....25% refund minus \$25.00</i></p> <p><i>After 50% of course .....no refund</i></p> <p><i>Students who have enrolled in an entire semester will receive a full refund on all classes that have not started (unless they withdraw less than 7 days prior to the beginning of the class--see above)</i></p>
<p><i>Calculation of the refunds to Title IV, funds for students attending Trinity International University must be determined using the pro rata formula based on the percentage of the enrollment period remaining after the student withdraws. Calculations of refunds to the Title IV funds (Stafford loans, Federal and State Grants) will be made up to the 60 % point in any given period of enrollment.</i></p>

**The following signatures are needed before withdrawal from the University:**

1. \_\_\_\_\_  
Records Office Date
2. \_\_\_\_\_  
Financial Aid Officer Date
3. \_\_\_\_\_  
Business Office Manager Date

EXCEL office use only: _____	Date withdrawal form received _____
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