

TRINITY INTERNATIONAL UNIVERSITY

EXCEL WITHDRAWAL FORM

(EXCEL Program)

Students who find it necessary to withdraw from 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. Fees for application, graduation and registration fees are non-refundable. Students must pay whatever is owed Trinity International University before transcripts or grades will be released for work done in previous semesters at TIU. The official date of withdrawal is the day this form is received in the EXCEL office. After all necessary information and signatures have been received, student is officially withdrawn from TIU and will receive a copy of this form via mail.

STEP 1: Student Information

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

STEP 2: Attendance Information

Last day of attendance: _____	
Course # _____	Course Name: _____

STEP 3: Reasons to Withdraw

Please circle which factor best explains why you choose to withdraw from the EXCEL Program.				
PERSONAL	ACADEMIC	FINANCIAL	EMPLOYMENT	MOVING
OTHER , Please explain: _____				
<small>(use back side if more room is needed)</small>				

STEP 4: Signature

<i>I wish to withdraw from the entire EXCEL Program. I have read the information above and filled out the necessary sections. I understand the refund policy stated below.</i>	
_____	_____
Student Signature	Date

Refund Policy: Subject to the date of official withdrawal, \$25.00 w/d fee will be charged. Tuition will be refunded as follows:

Less than 7 days prior to first session.....	100% refund minus \$25.00
Through 25% of the course.....	75% refund minus \$25.00
Through 50% of the course.....	25% refund minus \$25.00
After 50% of course	no refund
<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>	
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.	

The following signatures are required before withdrawal from the University:

- _____
Financial Aid Officer Date
- _____
Business Office Manager Date
- _____
Library (all books returned) Date
- _____
EXCEL Record's Coordinator Date

EXCEL office use only:	Date withdrawal form received _____
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