



Withdrawals

If a student is withdrawn from the program for any reason prior to completing 60% of the program of study, the following calculations will be executed: (1) Refund and (2) Return of Title IV Funds (if applicable). Refer to the Refund Policy and Return of Title IV Funds Policy for more information. A status of “WD” will be placed in the student’s transcript. For readmission procedures to complete training, refer to the Readmission Policy (SAP policy section H).

Official Withdrawal

An official withdrawal is when a student has notified the school in writing of their intent to withdraw. In such cases, a withdrawal form will be completed and placed in a student’s file, noting the progress and standing at the point of withdrawal.

Unofficial Withdrawal

An unofficial withdrawal is when a student has not notified the school in writing of their intent to withdraw. If a student is absent 7 consecutive school days without notifying the school, the student will be considered withdrawn. For an unofficial withdrawal, the date of withdrawal used for purposes of Refund and Return of Title IV Funds will be the last date of physical attendance.