

CENTRAL TEXAS COLLEGE

Continental & International Services

Application for Withdrawal/Refund

I have read the rules governing withdrawal from class as outlined in the Central Texas College Continental and International Catalog and, for the reason stated below, I find it necessary to apply for withdrawal/refund.

from _____ (Course and Section Number) _____ (Instructor) beginning on _____ (Date) and ending _____ (Date)
Registered at _____ (Education Center) Classes held at _____ (Education Center)
Meeting Schedule W TH F S Method of Payment Q TA Q VAPA Q Grant ~ Full Payment Q Other

Reason for Withdrawing (Circle One) TEC 51.907 Course Withdrawal Limit Policy

WA - Academic	WC - Deceased (Student)	WD - Discipline	WE - Employment	WF - Financial
AW - Administrative	WO - Other	WS - Sick/Student	WX - Non-Military Move	WB - Textbooks
DW - Disability	WH - Church Mission	WM - Joined Military	DF - Deceased Family	WV - Voluntary
SF - Sick/Care	MW - Military	WP - Peace Corps/ Foreign Aid	WT - Temporary	**WG - Good Cause**

documentation required

Approved:

Filing Date of Application:

The date used in computing the refund is the date application is filed with the local Education Center - not the last date of class attendance. Education Services Officer must remove the Education Center copy (goldenrod) at the time of signature.

Reason For Refund:

Student Name (Print / Type)	Social Security Number	ESO's Name & Grade (Print / Type)
Student Signature		ESO's Signature
Address for refunding (Please Print / Type)	Unit Address	Telephone Number

Rules governing refunds for withdrawals from Central Texas College - International areas follows*:

- 1) Full Payment Students
 - a. If no more than 1/8 of the class meetings have elapsed at the time withdrawal is filed, the College will refund 75% of the tuition.
 - b. If between 1/8 and 1/4 of the class meetings have elapsed at the time withdrawal is filed, 25% of the tuition will be refunded.
 - c. If more than 1/4 of the class meetings have elapsed at the time withdrawal is filed, no tuition will be refunded.
- 2) Government Contract Students: Students receiving government tuition assistance will be refunded a proportional share of the amount which they paid, in accordance with the above rates. Such students are obliged by military regulations to repay to the government the full amount of the tuition covered by government funds if they withdraw for personal reasons.
- 3) Refunds, when applicable, will be processed and monies returned to the student within 8 weeks of receipt at CTC offices.
- 4) Book refunds will be made only if there has been a class cancelation and the book is returned in new condition from the registration clerk from whom it was purchased.

Student: This form must be signed by you, the Education Advisor, and the Instructor. ** You are responsible to deliver the form with required signatures to the instructor prior to the last class day. Applications for withdrawal will not be honored if filed after the close of business on the last working day before the last week of class.

**Only instructor initiated withdrawals require the instructor's signature.

Instructor Use Only

- 1) Mail Copies 1 & 2 of this form with your financial class reports to the Campus Student Services Office. 'W' must be supported by this form to avoid payroll processing delays.
- 2) Withdrawal is not official until the completed form (all three signatures) has been received by the Student Services Office.
- 3) Last date student attended class Month: _____ Date: _____ Year: _____
- 4) Grade Appearing on Final Class Report: _____

Instructor Signature

Date

For Use of Business Office

Book Refund

Book Returned OK

Financial Report No.

Tuition

%

Refund Check No.

F/R

Due to Student: _____

Due to Government: _____

\$

Due to Student