

Withdrawal from the Course

Last name		First Name	
Student ID		Phone Number	() -
Email		Today's Date	/ /
Program		Program Language	
<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
			Year:

Students who submit a cancellation of registration after the first day of instruction are eligible for partial refunds based on a pro-rated formula. Withdrawal is not allowed after the sixth week of instruction. Students who withdraw from class after the sixth week will receive a failing grade of "WF".

Course #	Course Name	Instructor	Units/Hrs

OFFICE USE ONLY

Number of Units x (\$155 for MSOM, \$200 for DAOM) x Percentage Refund/Charge = Total Refund/Charge Amount

CLASS

Refund: _____ Units x \$155.00 x _____ % = \$ _____ Total
 Charge: _____ Units x \$155.00 x _____ % = \$ _____ Total

INTERNSHIP

Refund: _____ Units x \$11.00 x _____ % = \$ _____ Total
 Charge: _____ Units x \$11.00 x _____ % = \$ _____ Total

Student Signature _____
 OMC Manager (if applied) _____
 International Student Advisor (if applied) _____
 Financial Aid Officer (if applied) _____
 Finance Office _____
 Registrar _____

Date: __ / __ / __
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