



WATC

JumpStart

WICHITA AREA TECHNICAL COLLEGE

Drop - Withdrawal Form

Student Name: _____
Last First MI

Date of Birth: _____ Student ID#: _____

DROP-WITHDRAWAL INFORMATION	REFUND POLICY INFORMATION
<ul style="list-style-type: none"> Failure to attend class does not constitute a withdrawal or a drop and may result in a failing grade. To officially drop a course, the Drop-Withdrawal form must be completed and returned to the High School Partnerships Director or Admissions Specialist. Students may drop a course for no grade as follows: <ul style="list-style-type: none"> o Less than 3 weeks → 1st day of class o 3 weeks to less than 8 weeks → 5 business days from 1st day of class o 8 weeks to less than 16 weeks → 11 business days from 1st day of class o 16+ weeks → 20 business days from 1st day of class 	<p>To receive a tuition refund, or an adjustment, students must drop course(s) by the deadlines shown below.</p> <p>For 8-week to 16-week Courses</p> <ul style="list-style-type: none"> Drops received from the 1st day of class through the 9th calendar day: 100% refund for tuition, lab fees, online fees, and refundable fees. <p>For 3-week to less than 8-week Courses</p> <ul style="list-style-type: none"> Drops received from the 1st day of class through the 5th calendar day: 100% refund for tuition, lab fees, online fees, and refundable fees. <p>For Courses less than 3 weeks and for Non-Credit courses:</p> <ul style="list-style-type: none"> Drops received on or before the 1st day of class: 100% refund for tuition, lab fees, online fees, and refundable fees.

Term	Dept.	Course#	Course Title	Action Code (D or W)	Instructor Signature (required 1 week after midterm)
Fall 14	ENG	101	Composition I	Drop	<i>Professor Scott Smith</i>

Student Signature: _____ Date: _____

The above named student has requested a drop/withdrawal from the above course(s). I have reviewed the drop/withdrawal and refund information with the student.

High School Counselor: _____ Date: _____