



COURSE DROP/WITHDRAWAL

P.O. Box 3269 • Orange Beach, AL 36561 • Phone 877.267.2157 • Fax 251.224.0554
 Assistant.Registrar@Waldorf.edu

Students should FAX this form to drop/withdraw from a course.

FAX TO: Academic Advising, 251.224.0554

For more information regarding course drop/withdrawal, please visit the Course Drop/Withdrawal Policies located in the Waldorf Online Catalog. If you have any questions about this form or need additional assistance, please contact the Student Service Department by phone at 877.267.6534.

Required fields are marked with an asterisk (*).

Student Information	
First Name:	
Middle Initial:	
Last Name:	
Student ID:	
Daytime Phone:	
Work Phone:	
E -mail Address:	
Mailing Address:	
Mailing Address 2:	
Country:	City:
State:	Zip:

Course Information	
If you choose to retake the course, you will be prompted to enter your book's ISBN number. This option will not allow you to return your book.	
I wish to drop/withdraw from the following course:	
* Course Number	
* Course Name	
Retake? Please enter the ISBN of this book:	
I wish to drop an additional course Course Number	
Course Name	

Retake? Please enter the ISBN of this book:

Please provide a brief explanation for this drop/withdrawal request(s).

Future Intentions

- I wish to remain a student at Waldorf and plan to enroll in another course in the near future.
- In addition to dropping the course listed above, this is my official notice to withdraw from Waldorf

Textbook Return

- I will return the textbook with the printed textbook return form from the following page.
- I am unable to return this text and will pay the charges upon receipt of the Waldorf invoice.
- I am retaking the course(s) and will be keeping the books until finished.

Please provide a brief explanation of why you cannot return the textbook.

Tuition Refund Policy

Tuition refunds for course withdrawals are based on the Refund Policy for Online Programs. All students who drop/withdraw from a course after the drop date will be charged a 20-percent registration fee, up to a maximum registration fee of \$150 for the term.* Tuition will be refunded based on the term start date and the tuition percentage amounts listed below, minus the registration fee.

- Week 1 = 100%
- Week 2 = 80%
- Week 3 = 60%
- Week 4 = 40%
- Week 5**=20%
- Week 6 = 0%
- Week 7 = 0%
- Week 8 = 0%

Students are not permitted to withdraw from a course after the term end date.

* This registration fee does not apply to Iowa residents

** Refunds are issued from 0-percent up to 60-percent completion of calendar days in the term, in compliance with regulatory requirements, Therefore, refund eligibility occurs up to the 60-percent threshold, prior to the conclusion of Week 5.