Waldorf Course Drop/Withdrawal Form

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.