



**NOTICE OF WITHDRAWAL
 FROM COURSE**

ATTN: Registrar

Name: _____ Date: _____

Mailing or Street Address: _____

City, State, Zip: _____

Licensure Program (if applicable): _____

Refer to CES's Withdrawal Policies on reverse side of this form.

Course Title: _____

Instructor: _____ Semester: _____ Grad. Credit? _____

Reason for Withdrawal from Course: _____

Documentation attached: _____

Form of Payment

- Check enclosed (payable to Collaborative for Educational Services)
- Credit card (**ALL INFO** required): VISA MasterCard Discover

Card Number: _____ - _____ - _____ - _____ Expiration Date _____ V Code _____

Name on Card: _____

Billing Address for Card _____

Signature: _____

FOR OFFICE USE ONLY

Date Received by CES: _____ Grade: _____

Financial: Refund: Amount: \$ _____ Repay when current course is retaken

Credit toward next course within one year: \$ _____ Withdrawal Fee: \$50.00

CES Licensure Course Withdrawal Policy

All students who wish to withdraw from a course must submit a Notice of Withdrawal Form.

Withdrawal from a Licensure Course

There is a \$50 withdrawal processing fee for all students who withdraw from a Licensure course.

If the Notice of Withdrawal Form is received five or more calendar days prior to the course start date:

Registrants (students not enrolled in a licensure program) will receive a refund of the course fee minus the \$50 withdrawal processing fee.

Enrollees (students enrolled in a Licensure program) will be charged the \$50 withdrawal processing fee which must be paid prior to subsequent course registration, practicum registration, or endorsement.

If the Notice of Withdrawal Form is received within five days of the course start date or after the course begins:

No refund or credit will be granted for course withdrawals received within this period. (See below for extenuating circumstances.) If the student registered for FSU graduate credit, CES will notify FSU. (Also see "Extenuating Circumstances" below.)

If a **Notice of Withdrawal Form** is not submitted, **or if payment is not included with the Form**, the student will receive a failing grade. If the **Notice of Withdrawal Form** is received prior to the 8th class session of a 13-session course or prior to the 6th class session of an 8-session course, s/he will receive a "W" (Withdraw) on their transcript.

Students who fail a course required for the Licensure Program may take it again at a future date and will be required to pay the full cost of the course at that time. Program fees include the cost of taking each course in your program *only once*. Re-registration for credit at Fitchburg State will also require full payment.

Extenuating Circumstances

If a student must withdraw due to documented, critical, extenuating circumstances, s/he may submit the Notice of Withdrawal Form at any time before the end of the course with convincing documentation attached. If accepted, the student will receive a grade of "W" (Withdraw) and a credit for a future offering of this or any other licensure course beginning within the next 12 months.

Students with critical, extenuating circumstances who are taking the course for Fitchburg State University graduate credit must submit a petition, with supporting documentation, to Fitchburg State to request a grade of "W" (Withdraw) in place of a "0.0" (Fail). Students who wish to request a tuition refund must submit a separate petition to Fitchburg State.

For assistance with the Fitchburg State petition process, please contact courseadmin@collaborative.org