

**NOTICE OF WITHDRAWAL
FROM PROGRAM**
Submit to CES Licensure Registrar

Name: _____ Date: _____

Mailing or Street Address: _____

City, State, Zip: _____

Licensure Program (if applicable): _____

Reason for Withdrawal from Licensure Program: _____

CES Licensure Program Withdrawal Policy

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

Withdrawal from a Licensure Program

There may be financial implications for enrollees withdrawing from a licensure program, as outlined in the Commitment Letter (Financial Agreement) signed by the student. Enrollees have contracted to pay the full cost of the licensure program. A student who decides to re-enroll in a licensure program at a later date will need to re-apply as a new applicant. A request for withdrawal based on documented, critical, extenuating circumstances will be subject to review by CES on a case-by-case basis.

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 studentaffairs@collaborative.org.