

Shepherds Theological Seminary

Request to Withdraw From Class

Please copy this form and submit it to the Registrar's office. This form is also available online.

Refunds of tuition and fees are based upon the date that this form is signed by the Registrar's office, not on the time the student ceases to attend the class. Failure to withdraw officially from a class will result in a WF (withdraw fail) on the student's transcript even though the student may never have attended the class. A student who does not withdraw officially will not be entitled to any refund. The application fee is non-refundable.

Semester Class Withdrawal Refund Schedule

- | | |
|---|-------------|
| • After 1 st class, before 2 nd class | 100% refund |
| • After 2 nd class, before 3 rd class | 90% |
| • After 3 rd class, before 4 th class | 80% |
| • After 4 th class, before 5 th class | 70% |
| • After 5 th class, before 6 th class | 60% |
| • After 6 th class, before 7 th class | 50% |
| • After 7 th class | 0% |

Module Refunds: 100% refund if this form is signed by the Registrar's office prior to the second class. There is no refund if dropped after the second class has begun.

Student's Name: _____

Class # and Title: _____

Reason for Withdrawing: _____

Student Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Registrar Signature _____ **Date** _____

Office Use: Refund Due: _____