

Central Texas College

Application for Withdrawal / Refund

Student Name: Last _____ First _____ M.I. _____ Social Security No. _____ Site _____

Course: _____ | _____ | _____ | _____ | Term: ____ Year: ____
 Synonym Name Number Section

- The student may withdraw anytime prior to the 6th day of the 6th week of class.

Filing date of this application: _____ Class beginning date: _____

The date used in computing the refund is the date application is filed with the local Education Center— NOT the last date of class attendance.

Reason for Withdrawing: (Check One)

- | | | | |
|--------------------|------------------------|---------------------|---------------------|
| WA _____ Academic | WC _____ Deceased | WD _____ Discipline | WE _____ Employment |
| WF _____ Financial | WI _____ By Instructor | WO _____ Other | WS _____ Sick |
| WT _____ TDY | WU _____ Unknown | WV _____ Voluntary | WY _____ Field Duty |

I have read the rules governing withdrawal from class as outlined in the CTC Catalog, and I find it necessary to apply for withdrawal.

Student's Signature

Last Date of Attendance

Instructor's Signature

ESO's Signature

Rules governing refunds for withdrawals from Central Texas College – International are as follows:

- Full Payment Students:
 - 100% Refund - If withdrawal is before the term starts.
 - 75% Refund - If withdrawal is 1 to 7 days after the term has started.
 - 25% Refund - If withdrawal is 8 to 14 days after the term has started.
 - No Refund - If withdrawal is 15 or more days after the term has started.
- Government - Contract Students:

Students receiving government tuition assistance will be refunded a proportional share of the amount paid, in accordance with the above rates. Such students are obliged by military regulations to repay to the government the full amount of the tuition covered by government funds if they withdraw for personal reasons.

BUSINESS OFFICE USE ONLY

PC _____ Date _____

Financial Aid Type: ____TA ____VA ____FA ____JTPA ____TRC ____Full Payment ____Grant ____Other

Book Refund		Tuition % Refund Check No.			
Book Returned OK	Financial Report No. _____				
F/R		Due to Student			
\$		Due to Government			

Due to Student