



WITHDRAWAL FORM

OFFICIAL WITHDRAWAL NOTIFICATION

Note: All withdrawals **MUST BE** submitted in writing. Withdrawals will NOT be taken by phone.

303-629-1591 (fax) ♦ 1009 Grant St., Ste. 102, Denver, CO 80203 ♦ info@cftws.org

*This document may contain privileged and/or confidential information.
It is intended solely for the use of CFTWS and will not be shared without written permission.*

Student Name (please print): _____

Organization Name: _____

Branch Location: _____

Phone Numbers: (____) _____ (____) _____
(Business Required) (Home or Cell)

Email Address: _____

Course Name: _____

Course & Section Numbers: _____ / _____ Start Date: _____

Course Location (City): _____

Reason for Withdrawal: _____

WITHDRAWAL POLICY:

This Withdrawal Policy/Fees Is Different Than Online and New Horizons Computer Course Withdrawal Polices/Fees. Refer to CFTWS' Current Schedule For Complete Online and New Horizons Course Withdrawal/Fee Policies.

Tuition is refundable, less a processing fee, for withdrawals received more than 5 business days prior to the start date of the offering (unless otherwise noted.) **NO** refund will be given for withdrawals received less than 5 business days prior to the start date of the offering. **All withdrawals must be submitted to the CFTWS office on this Official Withdrawal Form, signed by the student and the Manager or Personnel Director.** If your Withdrawal Form is mailed, the postmark is considered the official date of withdrawal.

WITHDRAWAL FEES: (unless otherwise noted in the course description/pricing)

\$25 . . . Zero to one half credit or 3-14 hours	\$45 . . . Two credit offerings or 30-44 hours
\$35 . . . One credit offerings or 15-29 hours	\$55 . . . Three credit offerings or 45+ hours in length

FULL TUITION WILL BE CHARGED IF YOU WITHDRAW FROM AN OFFERING LESS THAN 5 BUSINESS DAYS PRIOR TO THE SCHEDULED START DATE (OR OTHERWISE NOTED)

Student Signature: _____ Date: _____

Approved by: _____ Date: _____
Manager/Personnel Director