

COLUMBIA COLLEGE HOLLYWOOD

WITHDRAWAL PROCESS

WITHDRAWAL FROM ALL REGISTERED COURSES

A returning student who officially withdraws or is administratively withdrawn from all registered courses may qualify for a pro rata refund as determined by the date of withdrawal.

A student who drops all registered courses and officially withdraws from the term prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% refund of tuition paid for that quarter or payment period.

To qualify for a full 100% tuition refund, the student must submit a written notice of withdrawal to the Student Services department in person, by electronic mail, or by standard mail and officially drop all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter. Drop Request forms are available in the Registrar's Office.

A student who officially withdraws or is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to completing less than 60% of the scheduled hours in that academic quarter or payment period is entitled to a pro-rata refund of tuition paid for that quarter based on the last date of recorded attendance. For example, in an 11-week academic quarter, a student will have completed less than 60% of the academic quarter before attending class in the 7th week of the quarter.

- A student who officially withdraws or is administratively withdrawn from all registered courses prior to the Add/Drop deadline qualifies for a full 100% refund of tuition paid for that quarter.
- A student who officially withdraws or is administratively withdrawn from all registered courses prior to completing 60% or more of the scheduled hours in the quarter qualifies for a pro-rata refund of tuition paid for that quarter.

If a student officially withdraws or is administratively withdrawn from all registered courses in an academic quarter and withdrawal from *any* registered course occurs after completing 60% or more of the scheduled hours in the quarter, tuition is considered fully earned by the college, and there is no refund.

WITHDRAWAL FROM AN INDIVIDUAL COURSE

The deadline to drop an individual course and receive a tuition refund for the course is the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, which is usually the second Monday of the quarter. If either the first or seventh calendar day of the quarter falls on a school holiday, the Add/Drop deadline is extended to 5:00 p.m. on the second Tuesday of the quarter.

- A student who submits a Drop Request for an individual course prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% tuition refund for the course.
- If a student submits a Course Withdrawal Request or stops attending an individual course after the Add/Drop deadline, there is no refund.

INVOLUNTARY/ADMINISTRATIVE WITHDRAWALS AND DISMISSALS

A student may be administratively withdrawn from all registered courses for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, accumulation of unexcused absences in all registered courses in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.

If a student is administratively withdrawn from all registered courses, eligibility for a tuition refund is determined by the date of administrative withdrawal or the last date of recorded attendance, whichever is later.

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- If a student is administratively withdrawn from all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, the student is entitled to a full 100% refund of tuition paid for the quarter.
- If a student is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to completing 60% of the scheduled hours in the quarter, the student qualifies for a pro-rata refund of all tuition paid for that quarter.
- If a student is administratively withdrawn from all registered courses after completing 60% or more of the scheduled hours in the quarter, the student qualifies for no tuition refund.

If a student is administratively withdrawn from an individual course or courses after the Add/Drop deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no pro-rata refund for withdrawal from individual course(s).

INDIVIDUAL COURSE WITHDRAWAL

After the Add/Drop deadline, a student may withdraw from an individual course and receive a W grade in the course if the withdrawal occurs in Week 2 through Week 9 of the quarter. A W grade does not impact grade point average but does impact attempted credit hours and will appear on the student's academic transcript. There are no tuition refunds or reassessments for withdrawing from individual courses after the Add/Drop deadline.

To officially withdraw from an individual course after the Add/Drop period and receive a W grade in the course, the student must complete and sign the Course Withdrawal Form available in the Student Services or Registrar's Office before 5:00 p.m. on Friday of Week 9. It is the student's responsibility to make sure the withdrawal process is completed. A student who withdraws from a required course must enroll in and successfully complete the course at a later date.

After Week 9, if a student has not officially withdrawn from an individual course but stops attending class, the instructor will assign the appropriate grade to reflect the work completed. This grade will be recorded on the student's transcript and become part of the student's permanent record. International students must obtain approval from the PDSO before withdrawing from a course in order to avoid violating legal status.

RE-ADMISSION AFTER WITHDRAWAL

A student who has withdrawn from Columbia College Hollywood for a period of one (1) year or more must re-apply for admission to the college. The \$50.00 application fee is waived for re-admitted applicants. All supporting documents including official transcripts from all colleges attended since leaving Columbia College Hollywood must be submitted with the new application.