

**WOLFORD COLLEGE  
WITHDRAWAL AND TUITION REFUND REQUEST FORM**

Date \_\_\_\_\_ Date of Admission \_\_\_\_\_

Student \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

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**OPTION REQUESTED:**

\_\_\_\_\_ **Withdrawal**

- Date of withdrawal \_\_\_\_\_ Last date of attendance \_\_\_\_\_
- Reason for withdrawal (attach documentation)

\_\_\_\_\_ **Refund Request**

- To be eligible for a refund a student must submit appropriate supporting documentation (i.e. a doctor's verification of medical reasons, military orders). Student's whose tuition is funded by the VA must complete the statement below regarding VA funds.

I received no VA funds for the period in question \_\_\_\_\_

I received VA funds but the requested tuition refund amount has been returned to the government \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

\_\_\_\_\_ Refund of the percentage of tuition charges noted below is approved.

\_\_\_\_\_ 100% \_\_\_\_\_ 50%

If the student has a credit balance, check one:

- \_\_\_\_\_ Refund to student.
- \_\_\_\_\_ Hold for future tuition.
- \_\_\_\_\_ Refund to appropriate entity (i.e. Educational Loan, VA, hospital stipend program, etc.).
- \_\_\_\_\_ Refund of tuition charges is denied.

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Designee

\_\_\_\_\_  
Date