



GRADUATE STUDENT REQUEST FOR WITHDRAWAL FORM

Instructions: *In order to withdraw from a course, graduate students must seek approval from their professor, complete this withdrawal form, and submit it in person or by mail to the manager of graduate services. The date on which the withdrawal form is presented in person or the postmark on the written notification determines the amount of tuition due.*

Note: It is the student's responsibility to seek final approval for a withdrawal.

_____ Term withdrawal requested

Name: _____

Hollins University ID: _____

I am requesting a withdrawal in (course title) _____ for the following reason:

I understand that I will be responsible for _____ of tuition (see chart below) and that my transcript will reflect "WD" for the grade in this class.

Student's Signature Date

Instructor's Approval Date

Manager of Graduate Services Date

WITHDRAWAL DATE FOR FALL & SPRING TERMS	TUITION PAYMENT DUE HOLLINS
Withdrawal prior to the start of classes does not incur tuition charges. However, the nonrefundable \$100 enrollment deposit collected at the time of registration will remain as a credit on the student's account and may be used for up to one academic year for future courses. Refunds will not be issued.	
Withdrawal through the end of the second week following the start of classes	10%
Withdrawal through the end of the third week	50%
Withdrawal through the end of the sixth week	75%
Withdrawal after the sixth week	100%