

Student Withdrawal/Dismissal Procedures

- 1) For any student withdrawal or dismissal, staff must complete a Student Withdrawal Form and submit to the Director's Office
- 2) Any refunds due to the students will be processed within 45 days

Four Rivers Career Center Adult Post-Secondary Withdrawal Refund Policy

Washington School of Practical Nursing

Withdrawal Date

Week 1 - 2

Week 3 – 5

Week 6 – 16

Week 17 or later

Student Refund

100% Refund

75% Refund

50% Refund

0% Refund

Four Rivers Adult Post-Secondary Programs (Collision Repair)

Withdrawal Date

Calendar Days 1 - 7

Calendar Days 8 - 14

Calendar Days 15 - 21

Calendar Days 22 or later

Student Refund

100% Refund

75% Refund

50% Refund

0% Refund

- 1) Student tuition and fee responsibilities follow the schedule above regardless of the separate regulations governing federal student aid (FSA) disbursement
- 2) Institutional charges and federal student aid will be prorated on a payment period basis
- 3) Students may or may not be eligible for receipt of funds during any given payment period based on the amounts and types of FSA funds for which they are eligible
- 4) **Students are personally liable based on the fee structure above**