



Student Course Withdrawal Form

This policy applies to all enrolled courses. Students wishing to apply for a course withdrawal must complete this form and return it to the Admissions Office (or by scan and email or fax). Student signature must be present. Please visit the Course Withdrawal Policy in the OCTCM Academic Catalogue & Student Handbook for complete details. Refunds will be applied as per the Refund Policy. There is a \$100 administration charge for all course withdrawals.

First Name:		Last Name:	
Course Code and Title:			
Professor's Name:			
Course Start Date:			
Withdrawal Date:			
Reason for Withdrawal: <i>(attach another sheet if necessary)</i>			

Course Withdrawal Waiver

I, the undersigned acknowledge that:

1. I understand the Refund Policy and Academic Policy regarding course withdrawals.
2. I understand that not completing this course may hinder my ability to take other courses based on the established prerequisites for each course and that this may substantially increase the duration and expenses of my enrolled program.

Signature of Student

Date

OCTCM Use Only:

Date Received: <i>(yyyy/mm/dd)</i>	Staff Signature:
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