

Determination of Student Withdrawal

Students may officially withdraw from their training at the institution by submitting a notice of withdrawal to a school administrator. The notice should include your anticipated last date of attendance at the school and may be submitted in hard copy format or by email to a school official. For students who officially withdraw from the institution, your last date of attendance will be your withdrawal date as well as the date that the institution determined you to have withdrawn.

Students may also be considered to have unofficially withdrawn from the institution. An unofficial withdrawal is deemed to have occurred when a student has failed to attend classes as scheduled for 14 consecutive calendar days. The 14-day period does not include periods of leave of absence or scheduled school breaks of 5 or more days. In most cases if a student ceases attending class and does not officially withdraw, the student will be considered to have withdrawn from the institution on the 14th consecutive calendar day of absenteeism.

If a student has obtained an approved leave of absence and fails to return to classes as scheduled, the student will be considered to have withdrawn from the institution as of the date that the student was expected to return to classes.

Regardless of whether a student officially withdraws, unofficially withdraws, or fails to return from an approved leave of absence, the student's last physical date of attendance at the institution will be the withdrawal date for purposes of tuition refund calculations as well as any required calculations to determine the amount of unearned federal student aid funds that may have to be returned to the U.S. Department of Education.