

Richmond Community College
Workforce Training and Preparation
Withdrawal Request Form

Name: _____ Request Date: _____

Address: _____

Student ID Number: _____

Course Title: _____ Course Number: _____

Start Date: _____ Withdrawal Date: _____

Census Date: _____

Registration Fee Amount Paid: _____

Refund Amount Due: _____

Student Signature

Date

Registrar's Office Signature

Approval Date

A student who officially withdraws (**using this form**) from a Continuing Education course prior to the first class meeting is eligible for a 100% refund upon written request to the Continuing Education Division. A student may be eligible to receive a 75% refund of the registration fee if the student officially withdraws (**using this form**) from the course after the class begins but prior to the 10% census date. A student would not be entitled to receive any refund if withdrawing after the 10% census date.

Courses offered as self-supporting are not eligible for any refund as these programs are funded by registration fees collected.

Students are eligible for a 100% refund if the College cancels the class.

Refund check will be processed by the Business Office

For Business Office Use Only:

Approved \$ _____ Amount Refund Code: _____

Disapproved Reason: _____

Executive VP Signature _____ Date _____

For Registrar Use Only:

Start Date: _____

Census Date: _____

End Date: _____

Cost: _____