Course Drop and Refund Request Form

Use this form to withdraw from a course and request tuition refund. See Student Handbook for more information regarding *Policy for Course Withdrawal and Tuition Refund Policy*.

Name: _____ ID# _____

Course: _____ Start Date: _____
_____

DROP (please check one)

☐ Please drop me from the above course but keep me enrolled as a student. I will retake this course at a later date.

☐ Please drop me from the above course and un-enroll me from Genesis College and Seminary.

☐ Other:

_____
_____
_____

REFUND (please check one)

☐ I am requesting a 100% refund. This request falls within 14 calendar days of the course start date (a "W" for "withdraw" will appear on transcript).

☐ I am requesting an 80% refund. This request falls within 15-30 days of the course start date (an "I" for "incomplete" will appear on transcript).

☐ I am requesting a 50% refund. This request falls between 31-45 days of the course start date (an "F" for "fail" will appear on the transcript).

No refund is granted after 45 days of the course start date. The withdrawal date is the date this request is postmarked. The official course start date and the postmarked date will be used to calculate the amount refunded.