

Late Withdrawal/Cancellation Request Fall 2009

For **Non-Degree Studies** students seeking withdrawals or cancellations after NC State University's official deadline.

Notice to Student:

Turn in this form **ONLY** if you wish to drop **ALL** of your registered hours for the Fall 2009 Semester.

The following items must be submitted to Non-Degree Studies before the university can consider your request for late withdrawal/cancellation:

1. A completed copy of this form.
2. A letter from you to the NDS Admissions Coordinator (Kate Wilson) requesting a withdrawal or cancellation that includes any extenuating circumstances affecting your academic performance.
3. For cancellation requests documentation from your professor indicating that you never attended or participated in class is necessary.

Withdrawal Refund Schedule*

100%
90%
50%
25%
0%

Spring Semester

On or before August 19, 2009
August 20, 2009 – September 1, 2009
September 2, 2009 – September 16, 2009
September 17, 2009 – October 16, 2009
On or after October 17, 2009

*An administrative fee of 5% of the total tuition and fee, room rent, and meal plan charges, not to exceed \$100, will be charged for all withdrawals processed.

Important Date

All level courses, last day to: drop a course, change from credit to audit, change to credit only.

Spring Semester

October 16

000 _____
(Student ID #)

Name (Last) (First) (Middle)

Email _____ Phone Number _____

Desired change: Withdrawal from all coursework.
 Cancellation (written documentation that you never attended class required for cancellation).

Student's Signature _____ Date: _____

Office use only: Letter to KW Support Documentation Instructor Documentation Staff Initials

Withdrawal ("W" Grades? Yes No) Cancellation

Approved Effective Date ____/____/____ Denied

Authorized by _____ Date ____/____/____