



DOMINION ACADEMY OF DAYTON

Class Drop Form

Name of student: _____

Class from which withdrawing: _____

Requested effective date: _____

Reason for withdrawing: _____

Parent/Guardian Name: _____

Parent's/Guardian's Signature: _____ Date _____

Teacher's Signature: _____ Date _____

Current Grade: _____ (required after 6th week)

Academic Director's Signature: _____ Date _____

Head of School Signature: _____ Date _____

Withdrawal Policy:

Students will be considered still enrolled in the course until the withdrawal form is filled out properly and turned into the office. Unless withdrawal is due to an emergency or to special circumstances, the following is the pro-rated refund schedule:

1. Withdrawal by the end of week one or two – 100% refund
2. Withdrawal by the end of week three – 80% refund
3. Withdrawal by the end of week four – 60% refund
4. Withdrawal by the end of week five – 40% refund
5. Withdrawal by the end of week six – 20% refund
6. Students withdrawing from a course after the sixth week of the **class/semester** will be charged full tuition for the remainder of that **semester** for each course.

Students withdrawing from academic classes after the end of week six of the semester, will receive **Withdraw/Passing (W/P)** or **Withdraw/Failing (W/F)** on their transcripts.

Office Use Only:

Grade Card/Transcript:

- _____ Withdrawal/Passing
 _____ Withdrawal/Failing
 _____ Expunged

Office Use Only:

- Tuition adjusted-invoice revised
 FACTS notified/changed/canceled
 Class enrollment changed