

Drop/Withdrawal/Cancel/No Show Policies

If you decide to drop a course or withdraw from the College, refer to the policies in the current *Student Handbook*.

Failure to formally withdraw from the College, which is considered an unofficial withdrawal, will result in the recording of failing grades on the student's permanent record for all classes attempted. See Title IV Return of Funds Policy for Federal Aid Recipients in the *Student Handbook*.

No drop/withdrawal is permitted after seventy-five percent (75%) of the class sessions are over except in extenuating circumstances as approved by the Registrar.

Students who do not attend or begin the course during the first week of a term or do not make the required instructor contact will be reported as a "No Show" and cancelled from the class(es). Once a student has been reported a "No Show", the student cannot be reinstated in the class.

"No Show" students are not entitled to a refund and are obligated for full payment of tuition and fees. Federal Financial Aid Recipients reported as a "No Show" may owe a repayment to the College. Please reference the *Student Handbook* for the complete "No Show" policy.

The College Refund Policy and the Refund Distribution for Financial Aid Recipients can be found in the *Student Handbook*.

This course offering publication is not a contractual relationship between Chippewa Valley Technical College and the student.

Chippewa Valley Technical College reserves the right to make changes without obligation or prior notice.