Student Withdrawal from Class Form

Please note that all class withdrawls must be submitted to LMU Extension in writing, (signed and dated) by the student. Informing the instructor is not sufficient notice. Failure to observe this procedure could result in a grade of "F".

Dear Ms. Ranftl:	
l, Please print student full na	me Social Security or Student ID No.
Please print student's complete I hereby wish to withdraw from the below listed class: Course Name:	mailing address above (street, city, state, zip)
CRN: Course No. Reason for Withdrawl: (please attach	
another sheet if more space is required)	
Student Signature	Date
Student E-Mail Address	Student Phone #

Mail This Form

Withdrawl requests should be mailed, hand delivered, faxed or e-mailed to Ms. Ranftl as an attachment.

Mailing & Delivery Address:

LMU EXTENSION Loyola Marymount University University Hall One LMU Drive, Suite 1840 Los Angeles, CA 90045-2659

Our Fax Number: 310-338-2706

Our E-mail Address: pranftl@lmu.edu

Tuition Refund Policy

Tuition refunds are availably **ONLY** in accordance with established University policy:

- * Before the first class: 100%
- * Before the second meeting of a class lasting four or more weeks: 50%
- * No refund is given for one-day classes.

All requests for refunds, other than for classes cancelled by the University, must be received in writing prior to the first or only course meeting and in the semester in which the class is taken.