



This form is to be used by students requesting to withdraw from a course.

PLEASE TYPE OR PRINT CLEARLY

PERSONAL DETAILS

Full Legal Name _____ APT ID # _____
 Social Security Number _____ Date of Birth _____
 Last 4 digits only _____ (mm/dd/yyyy) _____

CONTACT DETAILS

Residential Address _____
 City, State, Zip Code _____
 Home Telephone _____ Mobile Telephone _____
 Email Address _____
 * If this is a permanent address and/or phone number change, please mark here:

TYPE OF WITHDRAWAL

Select one: Course Withdrawal Complete Withdraw from the College

Course Number & Name _____
 Section Number _____
 City and State _____

REASON FOR WITHDRAWAL

- Schedule conflict
- Unable to obtain funding
- Personal: Family Medical Other: _____

Please use the space below to describe in detail your reason for withdrawal.

STUDENT DECLARATION

I hereby certify that information entered above is correct and complete. I understand that false information will invalidate this course cancellation and withdrawal form. The College collects, stores, and uses personal information only for the purposes of administering student and prospective student records. The information collected is confidential and will not be disclosed to third parties without my explicit consent, except to meet government, legal, and other regulatory agency requirements. I further attest that I understand the Course Cancellation and Withdrawal Policy as noted in the *APT* Catalog, available at www.aptc.edu.

Signature _____ Date _____

Return Course Cancellation and Withdrawal Form to:

Admissions and Records
 Applied Professional Training
 P.O. Box 131717
 Carlsbad, CA 92013

Contact Us:

Phone 800-431-8488
 Fax 888-431-8588
 Website www.aptc.edu





REFUND POLICY

Students have the right to withdraw from any current or upcoming course.
All students may be eligible for a full refund.

Resident Courses

- 100% refund less the registration fee* – requests submitted prior to the start date of class
- 90% refund less the registration fee – requests submitted on or after the first day of class but before the second day of class
- 75% refund less the registration fee – requests submitted after the first day of class but before 25% of class completion
- 50% refund less the registration fee – requests submitted after 25% of but less than 50% of class completion
- No refund - Withdrawal requests submitted at or after 50% of class completion are ineligible for a refund of tuition

A student may be administratively dropped from the course on the first day of class for non-attendance without prior arrangement with the College.

**Withdrawal requests submitted within seven (7) days of registration but before the first day of class are eligible for a 100% refund including the Registration Fee.*

The Refund Policy for online courses can be reviewed in the **APT** Catalog online at www.aptc.edu.

COURSE DROP AND WITHDRAWAL POLICY

To drop or withdraw from any class, students must submit a written notice to **APT** via email, fax, or letter, "ATTN: Admissions and Records" stating the following information:

- Student's full name
- Date of birth
- Last four digits of his or her Social Security Number,
- Email address,
- Phone number,
- Course (section) number from which the student wishes to withdraw
- Reason for withdrawal request (i.e. schedule conflict, personal, unable to obtain funding, etc.)

Once this request is processed, students will receive a Course Withdrawal Letter and refund within 30 days pursuant to the Refund Policy. \$150 will be retained by **APT** for any published materials and/or equipment not returned to **APT** within 30 days of Withdrawal Request. A grade of "W" will be assessed for students withdrawing from the course after the start of class.

