

Student Withdrawal from Class Form

Please note that all class withdrawals 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:

I, _____
Please print student full name Social Security or Student ID No.

Please print student's complete mailing address above (street, city, state, zip)

I hereby wish to withdraw from the below listed class:

Course Name:

CRN:

Course No.

Reason for Withdrawal: (please attach another sheet if more space is required)

Student Signature

Date

Student E-Mail Address

Student Phone #

Mail This Form

Withdrawal 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 available **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.