



## OFFICIAL COURSE WITHDRAWAL FORM

### REFUND POLICY

- A full refund will be granted for Community Arts Education classes or workshops when an entire course is canceled or the Office of the Registrar receives an official withdrawal form from a student prior to the first scheduled class meeting.
- A pro-rated refund may be given after the second scheduled class, based on last day of attendance and/or date the official withdrawal form is received by the registrar.
- After the third scheduled class, no refund will be granted unless it is a medical emergency accompanied by a doctor's note. This refund policy covers withdrawals for any reasons including injury, illness or family emergencies. Refunds are issued in the form of a check, which is mailed directly to the student's home address. In case of credit card payment, refunds are applied directly to the credit card account. Allow four weeks to process.

### PLEASE PRINT

Student Name: \_\_\_\_\_

First

Last

MI

Course Withdrawing From: \_\_\_\_\_

Date of last class attended in this course \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Reason for Withdrawal:

I have attached the required documentation (if applicable). \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MWPAI USE:**

Processed By (initials): \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN this form and any supporting materials together directly to the School of Art Registrar's Office by one of the following methods.**

Thank you.

**By Mail:**  
School of Art Registrar  
310 Genesee Street  
Utica, NY 13502

(315) 797-0000  
ext. 2152

**In Person:** School of Art Registrar  
1200 State Street

**By Email:** [munsonclasses@mwpai.edu](mailto:munsonclasses@mwpai.edu)  
Subject: Official Course Withdrawal Form

**By Fax:** (315) 797-9349