

Virginia Military Institute

2020 SUMMER SESSION – COURSE WITHDRAWAL FORM

INSTRUCTIONS TO CADET/STUDENT:

This completed form is to be **HAND DELIVERED** to the Summer Session Office – 303 Shell Hall.

Please note that cadets/students are **NOT** officially withdrawn and are accountable for attendance until this form is processed.

Student Name: _____

I wish to withdraw from: Course # _____ Section # _____ Title: _____

For the following reason: _____

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE INSTRUCTOR – GRADE TO BE RECORDED:

- W** Last day to withdraw with a W: 1st Session - June 9 2nd Session - July 13
- W or WF** Last day to withdraw with a W or WF: 1st Session - June 15 2nd Session - July 17
- F** Last week of classes

Instructor Signature: _____ Date: _____

Summer Session Director Signature: _____ Date: _____

Athletic Advisor Signature (NCAA Only): _____ Date: _____

Refund Policy

Tuition is refundable in part only upon official notice of withdrawal to the Director of the VMI Summer Session. Tuition will be refunded in full prior to the end of the drop/add period. After the drop/add period, but prior to the 7th day of classes, 25% of tuition will be refunded. **Tuition will not be refunded on or after the 7th day of classes.** Charges for meals will be refunded on a pro rata basis. Parking fees are refundable only if registration is cancelled prior to the beginning of classes.

FOR ADMINISTRATIVE USE ONLY:

Date Submitted: _____ Date Processed: _____ Processed by: _____