



WITHDRAWAL FORM

OFFICIAL WITHDRAWAL NOTIFICATION

Note: All withdrawals MUST BE submitted in writing. Withdrawals will NOT be taken by phone.

FAX: 507-249-2115 ♦ MAIL: PO Box 524, Morgan, MN 56266

*This document may contain privileged and/or confidential information.
It is intended solely for the use of CFTUM and will not be shared without written permission.*

Student Name (please print): _____

Organization Name: _____

Branch Location: _____

Phone Numbers: (____) _____ (____) _____
(Business Required) (Home or Cell)

Email Address: _____

Course Name: _____

Course Numbers: _____ / _____ Start Date: _____

Course Location (City): _____

Reason for Withdrawal: _____

WITHDRAWAL POLICY:

This Withdrawal Policy/Fees Is Different Than Online and New Horizons Computer Course Withdrawal Polices/Fees. Refer to CFTUM' Current Schedule For Complete Online and New Horizons Course Withdrawal/Fee Policies.

Tuition is refundable, less a processing fee, for withdrawals received more than 10 business days prior to the start date of the offering (unless otherwise noted.) **NO** refund will be given for withdrawals received less than 10 business days prior to the start date of the offering. **All withdrawals must be submitted to the CFTUM office on this Official Withdrawal Form, signed by the student and the Manager or Personnel Director.** If your Withdrawal Form is mailed, the postmark is considered the official date of withdrawal.

WITHDRAWAL FEES: (unless otherwise noted in the course description/pricing)

\$25 . . . Zero to one half credit or 3-14 hours	\$45 . . . Two credit offerings or 30-44 hours
\$35 . . . One credit offerings or 15-29 hours	\$55 . . . Three credit offerings or 45+ hours in length

FULL TUITION WILL BE CHARGED IF YOU WITHDRAW FROM AN OFFERING LESS THAN 5 BUSINESS DAYS PRIOR TO THE SCHEDULED START DATE (OR OTHERWISE NOTED)

Student Signature: _____ Date: _____

Approved by: _____ Date: _____
Manager/Personnel Director

CFTUM ~ PO Box 524, Morgan, MN 56266 ~ 507-249-2045 ~ 507-249-2115 (FAX) ~ www.CFTUM.org

THIS FORM MAY BE REPRODUCED FOR ADDITIONAL USE

Center for Financial Training Upper Midwest does not discriminate on the basis or race, color, gender, age, and national or ethnic origin.