

COMPLETE WITHDRAWAL

Student-Initiated Withdrawal

Students who want to withdraw from all classes must notify their academic director/dean, who will submit a Complete Withdrawal form on behalf of the student.

Institution-Initiated Withdrawal

Dunwoody reserves the right to terminate the enrollment of students.

Reasons for termination include, but are not limited to:

- Non-attendance/no contact
- Frequent absences or tardiness
- Academic dishonesty
- Unsatisfactory academic progress and pace (completion) rate
- Aggressive, harassing, or discriminatory acts against other students or employees
- Failure to pay tuition by stated deadlines
- Failure to follow school procedures and policies
- Failure to comply with safety regulations
- Intentional damage to school property or theft
- Insubordinate acts against faculty or other Dunwoody employees

Date of Withdrawal Determination

The date of official withdrawal is determined through notification by the student of intent to withdraw and/or attendance records showing the last date the student attended class. The financial aid date for processing the return of funds is the official notification date of withdrawal from the Registrar's Office.

Additional Information Regarding Student Withdrawal

The following are additional regulations toward account balances and complete withdrawal.

- An institution receiving financial aid cannot suspend or withdraw a student from class attendance and resources during a period of instruction due to an unpaid student account balance unless the student is eligible for a full tuition and fee refund
- Period of instruction: academic term, including semesters, trimesters, quarters, interim terms, mini terms, or one or more modules that once a student begins attendance, the student incurs additional tuition and fee charges beyond any current outstanding student account balance
- Includes clock hour programs if the enrollment agreement has language to only charge tuition by payment period (does not apply to upfront charges for clock hour student)

New Institutional Prohibition in 136A.121