

SECTION III

Withdrawal from the School

Submission of a Complete Withdrawal Form is an indication that an individual student no longer wishes to be enrolled at the School and does not plan to return. Any student who needs to take a leave of absence and plans to return in no more than two semesters should complete a Leave of Absence Form instead.

Students who decide to leave the School without graduating or completing the Certificate or MFA program must fill out a Complete Withdrawal Form prior to leaving. This form serves to inform various departments within the School that the student is no longer enrolled. Only the submission of a Complete Withdrawal Form will wholly deactivate student status. This form must be signed by the Bursar and the Director of Student Services. Failure to submit the form may result in liability for continuing tuition and other fees. The date that the Complete Withdrawal Form is filed with Student Services is the date used to calculate student eligibility for WA grades.

Tuition Refund Schedule

No reduction in cost liability is available to students who withdraw from the School without the appropriate approval. Any student wishing to withdraw from the School must give prior notice to the Director of Student Services by completing an official Complete Withdrawal Form. Refunds will be calculated based on the date the Complete Withdrawal Form is signed by the Director of Student Services and Bursar.

Refer to the following refund schedule for specific guidelines. Please note that the start of the marathon is considered the start of the semester.

Full-time MFA and Certificate Programs

- Before the 1st day of classes: 100% refund or 100% credit
- Within the 1st week of the semester: 75% refund or 75% credit
- Within the 2nd week of the semester: 50% refund or 50% credit
- After the 2nd week of the semester: no refund / no credit

Marathon and summer session programs

- Before the 1st meeting day of classes: 100% refund or 100% credit
- Within the 1st meeting day of classes: 75% refund or 75% credit
- Within the 2nd meeting day of classes: 50% refund or 50% credit
- After the 2nd meeting day of classes: no refund / no credit

Non-refundable Fees

All fees paid to the School are non-refundable.

Re-Admission Procedures & Costs

Students who want to re-enroll in the School following a Complete Withdrawal must re-apply. Applications for admission are available from the School and online. Regular admission fees apply.

SECTION IV-TO BE FILLED BY EXIT INTERVIEWER ONLY-The student should NOT complete this section

REASONS FOR LEAVING CODES (Circle all that apply)

Cannot Adjust Socially

Courses Too Difficult

Employment Conflicts

Family Problems

Financial Reasons

Lack of Interest

Marriage

Medical

Moving from Area

Personal Reasons

Pregnancy

Transportation Difficulties

Not Permitted to Register

Lack of Financial Aid

Want to Live Closer to Home

Quality of Academic Advisement Poor

Quality of Instruction Poor

Totally and Permanently Disabled (official verification from doctor must accompany this form)

Class Scheduling Problems

Size of Classes (too large)

Size of School (too small)

Location of School

PLANS AFTER WITHDRAWING CODES

Work Only (Non-art related)

Work as Independent Artist

Attend an Undergraduate Art Program Full-time

Attend an Undergraduate Art Program Part-Time

Attend Another Graduate Art Program Full-time

Attend Another Graduate Art Program Part-Time

Attend Another Program Full-time (*not art-related*)

Attend Another Program Part-time (*not art-related*)

Stay Home (no work or school)

Exit Interviewer

Date of Interview
