

Institutional Withdrawal/Cancellation Policy

Rev. 10.11.2019

Withdrawal from WCIU

An institutional withdrawal may be effectuated by a student's written notice or by the student's conduct, including, but not necessarily limited to, the student's lack of attendance.

Procedure to Withdraw from WCIU

Students who desire to withdraw from WCIU should submit a WCIU Institutional Withdrawal Request Form to the Registrar's Office at: *registrar@wciu.edu*.

Lack of Attendance

If a student has not enrolled in any courses or participated in course activities for two consecutive terms, he/she may be deemed to have withdrawn from the university. Active participation in courses includes submission of assignments, posting to class forums, and participation in Zoom sessions. The institution will consider the student's program progress to date and their communication with the institution.

Institutional Withdrawal Effective Date

The effective date of the withdrawal will be the date the student submitted the institutional withdrawal request form. If a student is administratively withdrawn due to lack of attendance the effective date of the withdrawal will be the later of the last submitted assignment, graded activity, or communication from the student to the institution. If no assignments have been submitted and the student has not participated in any graded activities or communicated with institution for two consecutive terms, the effective date of the institutional withdrawal will be the first day of the second course.

A student who withdraws from the institution will be eligible for a prorated refund (see Refund Policy).

Cancellation

WCIU will refund 100% of the amount paid for institutional charges, less the non-refundable application fee of \$50, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.