



## FAES Graduate School at NIH Withdrawal Form

Website: [www.faes.org](http://www.faes.org)

Email: [registrar@faes.org](mailto:registrar@faes.org)

Building 10, Level 1, Room 1N241

DATE \_\_\_\_\_

NAME \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

Please state reason (s) for withdrawal:

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METHOD OF ORIGINAL PAYMENT:

- Visa, MasterCard, or Discover
- Government Credit Card
- SF-182 Vendor Training Form
- Check (payable to FAES)
- Cash

SCHEDULE OF REFUNDS(14-16 week courses) – please contact the FAES Graduate School for the refund schedule for 4-8 week courses

From the time of registration through 1<sup>st</sup> week of the semester

During 2<sup>nd</sup> week of the semester

During 3<sup>rd</sup> week of the semester

During 4<sup>th</sup> week of the semester

After 4<sup>th</sup> week

Tuition less \$25.00 per course

80% of total tuition will be refunded

60% of total tuition will be refunded

40% of total tuition will be refunded

No refund and no withdrawal will be granted

**Please allow FAES 3-5 business days to process refund requests**

STUDENTS WHO DID NOT PAY THEIR OWN TUITION ARE RESPONSIBLE FOR THE PRORATED AMOUNT DUE AT THE TIME OF WITHDRAWAL. LATE FEES ARE NOT REFUNDABLE.

REFUNDS WILL BE COMPUTED AS OF THE DATE THE WITHDRAWAL FORM IS RECEIVED IN THE GRADUATE SCHOOL OFFICE.

**PLEASE DO NOT WRITE BELOW THIS LINE**

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AMOUNT REFUNDED: \_\_\_\_\_