



**COURSE/PROGRAM
WITHDRAWAL-REFUND FORM**

Student ID: _____ Student Name: _____

Course/Program: _____ Phone Number: _____

Campus/Time: _____ Personal Email: _____

Reason for Withdrawal: ☐ Return to High School ☐ Ten Day Consecutive Absence ☐ Attendance/Poor Progress
☐ Medical ☐ Military

☐ Related Employment at: _____ ☐ Continued Education at: _____

☐ Unrelated Employment at: _____ ☐ Other: _____

Student Signature: _____ Date: _____

Make refund payable to: _____

Address: _____

Tuition and fee refund eligibility is outlined in the Mountainland Technical College Refund Policy 600.615.
A \$10 refund processing fee will be applied to all refunds unless the course is canceled by the institution.
The \$40 registration fee is not refundable. Refunds will be issued within 45 days.

MTECH Counselor Signature (N/A if prior to class starting): _____ Date: _____

It is the policy of MTECH not to discriminate on the basis of race, color, national origin, sex, disabilities in its CTE Programs, Services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and the Section of 504 of the Rehabilitation Act of 1973, as amended.

Instructor/Administrator Use Only:

Was this student on Academic Probation at the time of withdrawal? ☐ YES ☐ NO

If student is withdrawing before class or within the first five calendar days, do they have supplies or materials that were included in the course/program fees that need to be withheld from the refund? ☐ YES, amount _____ ☐ NO

If MTECH withdrew the student, how and when was the student notified of their withdrawal?

☐ Email ☐ In person ☐ Phone Call Date _____

Instructor/Administrator Signature

Date

Student Services Use Only:

☐ Withdrawal Form (refund if applicable) ☐ Refund Form Only _____

TUITION

Paid

Owed

☐ 100% Tuition Refund

Tuition Refund Due

FEES

Paid

Owed

+ Fee Refund Due

Subtotal or campus
cash deposit

=

\$10.00

Processing Fee -

Date Entered in Database _____ Date Sent to Avid _____ Staff Initials _____

Total Refund =